Chapter 11 - Quality Assurance

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Quality Assurance

11.1 Quality Assurance

11.1.1 Quality Assurance (QA) is a planned and systematic pattern of actions necessary to provide confidence that an item or product conforms to established technical requirements.

11.1.2 The QA work center (W/C) is organized with a relatively small group of highly skilled personnel. These permanently assigned personnel, under the ALRE maintenance officer, are responsible for conducting and managing the QA program of the division. The maintenance personnel assigned to QA are known as quality assurance inspectors (QAIs). Additionally, personnel assigned to other work centers may be designated to perform certain inspection functions. Figure 11-1 depicts the standard ALRE QA W/C organization.

11.2 Concepts of Quality Assurance

11.2.1 The QA concept is fundamentally that of the prevention of the occurrence of defects. The concept embraces all events from the start of the maintenance operation to its completion and is the responsibility of all personnel. The achievement of QA depends on prevention, knowledge, and special skills. These factors are described as follows:

a. Prevention relies on the principle that it is necessary to preclude maintenance failure. This principle extends to safety of personnel, maintenance of equipment, and virtually every aspect of the total maintenance effort. Prevention is concerned with regulating events rather than being regulated by them.

b. Knowledge is derived from factual information. Data collection and analysis are a means of acquiring this knowledge.

c. Special skills, not normally possessed by production personnel, are required of a staff of trained personnel for the analysis of data and supervision of the QA program.

11.2.2 The terms inspection and audit, as used in this instruction have separate and distinct meanings and should be used accordingly. The following definitions are provided to clarify the conceptual differences in these terms:

a. Inspection is the examination/testing of supplies (including raw materials, documents, data, components, and

assemblies) and services to determine whether they conform to technical requirements.

b. Audit, as it applies to the QA program, is a periodic or special evaluation of details, plans, policies, procedures, products, directives, and records.

11.2.3 The QA program provides a systematic and efficient method for gathering, analyzing, and maintaining information on product quality and on the source and nature of defects and their impact on the current operation. It permits decisions to be based on facts rather than intuition or memory. It provides comparative data which will be useful long after the details of the particular time or events have passed. Its objective is to readily pinpoint problem areas in which management can:

a. Improve the quality, uniformity, safety, and reliability of the total maintenance effort.

b. Improve the work environment, tools, and equipment used in the maintenance effort.

c. Eliminate unnecessary man-hour and dollar expenditures.

d. Improve training, work habits, and procedures of maintenance personnel.

e. Increase the accuracy and value of reports and correspondence originated by maintenance personnel.

f. More effectively disseminate pertinent technical information.

g. Establish realistic material and equipment requirements in support of the maintenance effort.

h. Support the foreign object damage (FOD) prevention and other special programs.

11.2.4 Teamwork must be achieved before benefits can be obtained from a QA program. Each individual in the organization must use critical judgment in the course of their daily work. Judgment plays a vital part in the quality of the work performed. QA techniques supply each person, from the worker to the commanding officer, with information on actual quality standards, goals, and achievements. The resultant recorded knowledge can encourage the best efforts of all personnel.

11.3 Responsibility for Quality in Maintenance

11.3.1 The commanding officer is ultimately responsible for the inspection and quality of material under his or her cognizance. Command policy and emphasis will establish high standards of quality in a maintenance organization.

11.3.2 Attaining quality in maintenance and the prevention of maintenance errors is an all hands task that can only be accomplished through positive leadership, proper organization, and a complete understanding of responsibilities by each individual in the division. The QA program requirements, as well as QA functions and responsibilities stipulated in this instruction, provide a sound basis for conducting an effective ALRE QA program.

11.3.3 QA is a staff function, which requires both authority and assumption of responsibility. Direct liaison between QA and the work centers is a necessity and must be energetically exercised. Although the QA supervisor is responsible to the ALRE Maintenance Officer for the overall quality of maintenance within the division, work center supervisors are responsible for ensuring that required inspections are conducted and that quality workmanship is attained. The foremost responsibility of the ALRE QA program is the assurance of proper maintenance actions.

11.4 Quality Assurance Responsibilities

11.4.1 Specific program responsibilities assigned to the QA supervisor are to:

a. Maintain the central technical publications library for the division, including technical directives (TDs); control classified technical publications for the division and ensure that each work center receives all publications that are applicable and that they are kept current and complete.

b. Establish qualifications/requirements for QAIs/CDQAIs (collateral duty quality assurance inspectors) and CDIs (collateral duty inspectors); review the qualifications of personnel nominated for these positions, and endorse nominations to the commanding officer and air officer via the chain of command. A current list of all QAIs/CDQAIs and CDIs will be issued to all W/Cs and include the type of equipment each may inspect.

c. Recheck qualifications of CDIs by monitoring them at a minimum quarterly during scheduled or unscheduled maintenance tasks. Documentation of monitoring must be retained for a period of 2 years within the QA Branch.

d. Ensure all work guides, check-off lists, check sheets, MRCs, etc. used to define/control maintenance, are complete and current prior to issuing to crews/individuals.

e. QA shall monitor and review all Requests for Departures from Specifications, Requests for Engineering Information (REIs), Hazardous Material Reports (HMRs), Technical Publications Deficiency Reports (TPDRs), Quality Deficiency Reports (QDRs), Engineering Investigation Request (EIs), to ensure that they are accurate, clear, concise, and comprehensive prior to submission.

f. Monitor use of PME to ensure compliance with calibration intervals and safety instructions.

g. Perform inspection of all maintenance equipment and facilities to ensure compliance with fire and safety regulations and existence of satisfactory environmental conditions. Additionally, monitor proper training, qualification, and licensing of equipment operators and drivers.

h. Provide a continuous training program in techniques and procedures pertaining to the conduct of inspections. When directed or required, provide technical task forces to study trouble areas and submit recommendations for corrective action.

i. Use information from the ALRE Maintenance Action Form (MAF) in developing discrepancy trends to identify failure areas or other maintenance problems.

j. Review periodic inspection records, and note recurring discrepancies requiring special action.

k. Maintain liaison with TYCOMs, Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) Lakehurst, Carrier and Field Service Unit (CAFSU), and other available field technical services. Establish and maintain liaison with other maintenance and rework activities to obtain information on ways for improving maintenance techniques, quality of workmanship, and QA procedures.

l. Ensure personnel performing QA functions use inspection equipment such as mirrors, magnifying glasses, comparators, tensiometers, pressure gauges, etc., as required. Ensure that maintenance personnel have such equipment available, in operating condition and calibrated.

m. Ensure that established standard procedures are observed for conducting PMS actions.

n. Ensure that the configuration of equipment and components is such that all essential modifications have been incorporated. This requires checking equipment records with the current service bulletin and services change Zero Bulletin, Ships Equipment File (SEF) which provide required configuration information.

o. Ensure an inspection is conducted on all equipment received for use, returned for repair, or held awaiting repair to verify its material condition, identification, packaging, preservation, and configuration are satisfactory; and when applicable, that shelf-life limits are not exceeded.

p. Ensure that prior to the installation of an ALRE component, part and contract numbers are validated against the I/DPL database to ensure the installation of non-discrepant parts. Also ensure that contractor, VRT personnel, and all repair activities are briefed on and utilize the ALRE I/DPL Program. Ensure maintenance documentation (e.g., MAF) procedures support the program objective.

NOTE

The ALRE MO shall approve an entry of UNKNOWN for the contract number.

q. Review all incoming technical publications and directives to determine their applicability to the division.

r. Prepare or assist in the preparation of Maintenance Instructions (MIs) to ensure that QA requirements are included.

s. Develop and administer appropriate tests for QA nominees. Ensure currency and integrity of all testing materials.

t. The QA supervisor is assigned the overall responsibility for the division safety program as outlined in paragraph 11.9.3.1.

11.4.2 To comply with assigned responsibilities, QA will perform the inspections identified in the following paragraphs:

11.4.2.1 Mandatory QA inspections as specified in the MRCs, TDs, and MIs.

11.4.2.2 Those inspections required to be conducted by QA personnel during/upon the completion of a maintenance action.

11.4.2.3 ALRE Quality Assurance Cards are provided for certain preventive and corrective maintenance tasks that, if improperly performed, could cause equipment failure or jeopardize the safety

of personnel. They contain guidelines for conducting QA inspections. QAI level inspections are performed during/after task performance, using the following criteria:

a. If the proper performance of a task cannot be determined after the task is completed, a QA inspection shall be required while the task is being performed. Work shall not proceed past the inspection point indicated on the task MRC until the QA inspection has been completed. For these inspections, the notation QA REQUIRED appears on the MRC containing the task.

b. If the proper performance of a task can be determined by a visual inspection after the task is completed, a QA inspection is required after the task completion.

11.4.2.3.1 QA cards shall be maintained and used by QA personnel. Upon receipt of a new QA card, the enclosed feedback form shall be filled out and forwarded to NAVAIRWARCENACDIV Lakehurst to acknowledge receipt of the card(s). Additionally, fleet units shall send a feedback report, indicating receipt, to their respective TYCOM (COMNAVAIRLANT (Code N433) or COMNAVAIRPAC (Code N435)).

11.4.2.3.2 Recommended changes/corrections shall be reported by CAT I or CAT II ALRE TPDR in accordance with paragraphs 11.10.5.2 and 11.14.1.3.

11.4.2.3.3 NAVAIRWARCENACDIV Lakehurst (Code 3.3.1) will manage the ALRE QA MRC program and issue cards annually and as they are updated.

11.4.3 Procedures shall be established within each work center to ensure that the QA inspection requirements are complied with during all maintenance evolutions. In developing procedures, inspections normally fall into one of the following categories:

a. Receiving or screening inspections apply to material, components, parts, equipment, logs/records, and documents. These inspections are normally conducted by CDIs to determine the condition of material, proper identification, maintenance requirements, disposition, and correctness of accompanying records, documents, etc.

b. In-process inspections are specific QA functions that are required during the performance of maintenance requirements/actions in cases where satisfactory task performance cannot be determined after the task has been completed. These inspections, when designated, include witnessing application of

torque, functional testing, adjusting, assembly, servicing, installing, etc.

c. Final inspections are specific QA functions performed following the completion of a task or series of tasks.

d. In-process and final inspections are normally conducted by CDIs, however, QAIs shall conduct in-process and final inspections of all tasks on all which require the equipment to have a functional check. Additionally, QAIs will perform inspections of any other tasks as determined by the ALRE maintenance officer. It must be emphasized that only those personnel designated as QAI/CDQAIs and CDIs are authorized to sign as inspector for a QA inspection requirement. While not all QA inspections conducted during the various phases of maintenance require a signature, all specified QA inspections are conducted, witnessed or verified by designated QA personnel.

11.4.4 The INSPECTED BY block on all MAFs are signed by QA inspectors. Only the QA inspector(s) actually inspecting the work for proper standards will sign inspection documents.

11.4.5 Billet descriptions shall be prepared for QA personnel to ensure that all QA functions and responsibilities are assigned. Billet descriptions shall assign specific programs that are managed and monitored by each QA.

11.5 Quality Assurance Inspectors

11.5.1 QAIs perform the following functions:

a. Review incoming technical publications and directives to determine their application to the division.

b. Prepare or assist in the preparation of MIs to ensure QA objectives and requirements are defined.

c. Participate as members of technical task forces to investigate trouble areas and provide recommendations for corrective action.

d. Verify the certification of maintenance personnel; i.e., welder, tow tractor, or forklift.

e. Review qualifications of personnel nominated to become CDIs (or CDQAIs) and provide recommendations as appropriate.

f. Assist in the preparation of ALRE Discrepancy Reports (see paragraph 11.10.3), PMS Feedback Reports, and change

recommendations to technical manuals. Review all report entries for adequacy and correctness prior to distribution.

g. Provide technical assistance to CDIs and maintenance personnel who are required to make decisions concerning QA.

h. Review ALRE Discrepancy Reports, PMS Feedback Reports, and change recommendations to technical manuals to determine discrepancy trends and specific problem areas relative to their areas of responsibility.

i. Conduct in-process and final inspections of tasks that require certification by QAIs/CDQAIs (e.g., functional check of A/G). Ensure that each QA inspection includes an examination of the work area for sources of potential FOD.

j. Monitor calibration status of equipment/tools in work centers.

k. Develop discrepancy trends and such charts/graphs that are necessary to depict quality performance.

l. Maintain liaison with TYCOM, NAVAIRWARCENACDIV Lakehurst, CAFSU and other field technical services. Establish and maintain liaison with other maintenance and rework activities to obtain information for improving the maintenance techniques, quality of workmanship, and QA procedures.

m. Develop checklists for auditing work centers, specific maintenance programs, and processes that require monitoring by QA.

NOTE
No QAI may inspect his/her own work and sign as an inspector.

11.5.2 All personnel being considered for selection as QAIs should meet the following qualifications:

a. Be senior in grade and experience, at paygrade E-6 or above, with a well-rounded maintenance background. See paragraph 11.6.2 for additional information.

b. Have fully developed skills and experience and be technically qualified in fields under their cognizance.

c. Be able to research, read, and interpret drawings, technical manuals, and directives.

d. Be able to write with clarity and technical accuracy.

e. Be stable and excellent in performance.

f. Be motivated and have personal desire to acquire greater knowledge of their technical specialty.

g. Be observant, alert, and inquisitive.

h. Ability to work with others.

i. Successfully qualify by passing a test administered by the QA branch.

11.5.3 The QA supervisor shall ensure that personnel assigned to perform QA functions receive continuous training in inspecting, testing, and quality control methods specifically applicable to their area of assignment. They will also ensure that QAIs receive cross training to perform those QA functions not in their assigned area. This training should include local training courses, on-the-job training (OJT), rotation of assignments, and Personnel Qualification Standards (PQS). QAIs shall have successfully completed the NAMTRAGRUDET (Norfolk and San Diego) ALRE Quality Assurance Administration course (C-670-2017).

11.5.4 QAIs shall be designated in writing by the Commanding Officer. The ALRE Quality Assurance Inspector Recommendation/ Designation Form (figure 11-2) shall be used for this purpose.

11.6 Collateral Duty Quality Assurance Inspectors (CDQAIs)

11.6.1 When shortages of skills or manpower preclude the assignment of a QAI, a qualified individual within an appropriate work center may be designated a CDQAI. CDQAIs must meet the same criteria as QAIs, including designation in writing by the Commanding Officer, and will have the same authority as QAIs, but remain part of the work center organization. CDQAIs are primarily assigned to meet duty and/or in-port workload requirements, and are not assigned specific responsibility for programs monitored/managed by QA. CDQAIs shall perform QAI-level inspections only when tasked to do so by the ALRE maintenance officer, Maintenance Control Supervisor or QA Supervisor. Tasking shall be limited to specific maintenance events.

NOTE

No CDQAI may inspect his/her own work and sign as an inspector. No CDQAI may perform in a QA capacity and also sign as the W/C supervisor on the same job.

11.6.2 Should it become necessary to assign an individual below the grade of E-6 as a CDQAI to cover a given skills/manpower shortfall

a letter shall be submitted to the respective Type Commander requesting approval. Comprehensive information surrounding the shortfall and complete justification must be provided. Assignment of an individual below the grade of E-6 as a CDQAI shall not normally exceed a period of 90 days, however Type Commanders may, at their discretion, approve greater time periods. These occurrences might be necessary to coincide with availabilities that exceed 90 days. The authorized period will commence on the date of the official correspondence response from the TYCOM, unless otherwise stated in said correspondence. In no case shall an individual below the grade of E-5 be appointed as a CDQAI.

11.7 Collateral Duty Inspectors (CDIs)

11.7.1 CDIs assigned to the work centers are to inspect all work and comply with the QA inspections required during all maintenance actions performed by their respective work centers. They will be responsible to the QA supervisor when performing these functions. CDIs will check all work in progress, and will be familiar with the provisions and responsibilities in the various programs managed and monitored by QA.

NOTE

No CDI may inspect his/her own work and sign as an inspector. No CDI may perform in a QA capacity and also sign as the W/C supervisor on the same job.

11.7.2 QA will establish minimum qualifications for personnel selected for CDI. Work center supervisors are responsible for ensuring that sufficient qualified personnel are nominated for CDI to comply with QA inspections required during all maintenance actions. Due to the critical role of the CDI, it is imperative that branch officers, group and work center supervisors carefully screen all candidates for these assignments. CDIs will be required to be PQS qualified and to demonstrate their knowledge and ability on the particular type equipment by successfully passing a test that is locally prepared and administered by QA.

11.7.3 CDIs shall be designated in writing by the air officer. The ALRE Quality Assurance Inspector Recommendation/Designation Form (figure 11-2) shall be used for this purpose.

11.8 Quality Assurance Programs

11.8.1 The QA Management Program includes continuous collection and distribution to cognizant personnel of all messages, letters, instructions, and other information concerning programs being managed. Programs assigned to QA for management include, but are not limited to:

a. QA audit program.

b. Technical Publication Library (TPL).

c. Safety programs including electrical safety.

d. Foreign Object Damage (FOD).

e. Tag Out Program.

f. Calibration Program.

g. Tool Control Program.

h. QA Standards and Qualification Program.

11.8.2 MIs shall be prepared to carry out internal procedures and methods of administering specific programs and processes assigned for management. MIs are used to issue technical information and local policy of a sustaining nature. They direct efforts of QAIs, CDQAIs, CDIs, and other maintenance personnel. MIs shall be prepared in standard Navy directives format as prescribed in SECNAVINST 5215.1C. A sample of the format is in figure 11-3.

11.8.3 QA shall prepare an audit MI which describes the specific functions required to monitor each of the QA managed programs. Checklists used to monitor/audit work centers and maintenance programs shall be included as part of the MI governing that program. The QA supervisor is responsible for ensuring that all appropriate QA elements are included in these instructions, including the applicable audit checklist. Audits are one of the tools used in program however, continuous attention is required to effectively manage program performance.

11.8.4 The originals of all MIs will be maintained in the CTPL. A numbering system shall be established to provide file control (e.g., 1-01, 2-01). A master MI list shall be prepared and maintained by the central TPL. It shall include the MI number, title, effective date, and latest change date (if any). A copy of this list shall be held by each work center, and updated every 90 days.

11.8.5 MIs shall be reviewed for currency/validity on their anniversary date. The review shall be conducted jointly by the cognizant work center and QA.

11.9 Quality Assurance Program Management

11.9.1 Quality Assurance Audits. QA audits are essential elements of an effective QA program. Audits provide an evaluation of performance and program compliance throughout the division. They serve as an orderly method of identifying, investigating, and correcting deficiencies on a scheduled and unscheduled basis. Audits are also used to monitor those specific maintenance programs and processes assigned to QA for management.

11.9.1.1 Audits fall into the following three categories:

a. Work center audit.

b. Special audit.

c. Type Commander audit.

11.9.1.2 Work center audits are conducted quarterly to evaluate the overall quality performance of each work center. As a minimum, the following applicable items are evaluated:

a. Personnel and skills.

b. Technical publications.

c. Maintenance Instructions (MIs).

d. Adherence to directives, procedures, and inspections.

e. Adequacy and availability of process, test, and inspection procedures.

f. Availability and calibration status of precision measuring equipment (PME).

g. Proper use of PME.

h. Certification of personnel performing special processes such as welding, etc.

i. Handling, packaging, protection, and storage of material.

j. Cleanliness and condition of spaces.

k. Compliance with fire, safety and electrical safety regulations.

l. Configuration of components, equipment, and accuracy of associated logs and records.

m. Equipment logs and records.

n. Material condition/Corrosion Control of equipment.

o. FOD Prevention Program compliance.

p. Tool Control Program compliance.

q. TAG OUT Program compliance.

11.9.1.3 Special audits are conducted to evaluate specific maintenance tasks, processes, procedures, and programs. These audits provide a systematic, coordinated method of investigating known deficiencies, evaluating the quality of workmanship, and determining the adequacy of and adherence to applicable technical publications/instructions. The conduct of special audits is normally directed by the ALRE maintenance officer or QA supervisor on an as required basis.

11.9.1.4 Audit forms for each work center, with appropriate checklists, are developed by QA.

11.9.1.5 Upon completion of an audit, the findings are reviewed with the work centers involved and a report of the findings, with recommendations when required, are submitted to the MO. Records of audits are maintained for 2 years in accordance with SECNAVINST 5212.5D.

11.9.1.6 Adequate follow up procedures shall be established to ensure that discrepancies found during a QA audit are resolved. Attention from all levels within the V-2 division organization is essential.

11.9.1.7 Type Commander ALRE Maintenance Management Teams will visit each ship at least once during the work-up cycle and will audit the ALRE QA program prior to deployment.

11.9.2 Technical Publications Library (TPL) The TPL serves two important functions. It provides a central source of up-to-date information for the use of all personnel in the performance of their work, and it is an excellent source of reference information to facilitate personnel training and individual improvement. To perform these functions properly, the TPL must contain at least one copy of all publications affecting the assigned equipment.

11.9.2.1 Management of the TPL is a function of QA. This

function includes the determination of technical manuals, interim rapid action changes (IRACs), rapid action changes (RACs), repair procedures, technical directives, etc., required to support the division, receipt and distribution control of these manuals, as well as the responsibility for ensuring manuals are updated throughout the division. Detailed information for establishing and operating a TPL are contained in NA 00-25-100 (NOTAL).

11.9.2.2 Each activity that has established a TPL shall designate a Central Technical Publications Librarian (CTPL). Personnel assigned as the CTPL must receive indoctrination and continious training in library operation. This training includes OJT as well as formal schooling.

11.9.2.3 Each work center that contains a dispersed library shall assign a dispersed Technical Publication Custodian (DTPC) who will be responsible for the storage, update and user availability of the publications issued to them. The training of DTPCs is a responsibility of the Central Technical publications Librarian and the work center supervisor/Division Officer. Each DTPC shall be recommended jointly by the appropriate work center supervisor/Division Officer and designated in writing by the ALRE Maintenance Officer.

11.9.2.4 For continuity, effective operation and adequate training, personnel assigned to the CTPL should be retained in the billet a minimum of 1 year. Additionally, personnel assigned as a DTPC should be retained for a minimum of 6 months.

11.9.2.5 When an activity is unable to locate the applicable COMNAVAIRSYSCOM approved technical publication, or concludes that such a publication does not exist, that activity shall send an assistance request letter, via the chain of command, to: Commanding Officer, Naval Air Technical Data and Engineering Service Command (NATEC), Code 3.3.A, San Diego, CA 92135-7031, with a copy to COMNAVAIRSYSCOM (PMA251) and NAVAIRWARCENACDIV Lakehurst (Code 3.3.1). In addition to a brief explanation of the problem, previous resolution attempts, and a point of contact, the following information shall be included if applicable:

a. Item nomenclature

b. Part number (P/N)

c. National stock number (NSN)

d. Applicable ALRE system application

e. Serial number.

f. Manufacturer's name or the contractor and government entity (CAGE) code

g. Identification of the next higher assembly (for example, nomenclature, P/N, NSN)

11.9.2.6 NATEC shall respond directly to the originator, with copies to other involved commands, within 30 calendar days of receiving the request for assistance.

11.9.2.7 Technical Directives (TDs) provide information on the proper administration, technical and/or operational use of equipment. TDs also provide technical alteration specifications to install, remove, reconfigure, and repair equipment. The applicable Zero Dash bulletins provide a complete numerical index and current status of the TDs.

11.9.2.8 Detailed information concerning the ordering of technical publications and TDs is contained in NA 00-25-100 (NOTAL). Requisitions are submitted to the appropriate inventory control point listed in the Navy Stock List of Publications and Forms (NAVSUP P-2002) (NOTAL).

11.9.3 Division Safety Program. This program seeks to identify and eliminate hazards wherever and whenever they are found. Effectiveness and safety result when properly trained personnel use properly designed equipment in accordance with established procedures under competent and persistent supervision. It requires active daily participation by all personnel to obtain desired results. Any safety program must address the aviation, shipboard, and industrial aspects of safety.

11.9.3.1 The QA supervisor is assigned the overall responsibility for the V-2 division safety program. The intent of this program is not to conflict with any portion of the ship's overall safety program but to assist in the coordination of the total safety effort. The following responsibilities are included:

a. Disseminating appropriate safety posters and literature.

b. Reporting any hazards, mishaps, and unsafe practices in the division.

c. Conducting training and safety meetings within the work centers.

d. Coordinating with the ship's safety officer.

e. Participating in the ship's safety surveys and stand-downs.

11.9.4 Foreign Object Damage (FOD) Program. QA will ensure that:

a. There is compliance with all instructions pertaining to FOD prevention issued by the FOD prevention officer.

b. All work centers have instituted procedures that comply with applicable instructions and the FOD prevention/safety relationship is adequately addressed. Evaluation of FOD prevention measures shall be included in all special and planned work center audits.

c. Maintenance methods and procedures support the FOD prevention program.

d. The ship's FOD prevention officer, the aircraft handling officer (ACHO), is made aware of FOD related problems.

e. Contractor/field maintenance teams are briefed regarding the command's FOD prevention program requirements and that discrepancies are to be reported to the FOD prevention officer.

11.9.5 Tag Out Program. QA will ensure that:

a. Tag-out procedures are verified in accordance with current directives.

b. All work centers have instituted procedures that comply with OPNAVINST 3120.32C and other applicable instructions are adequately addressed.

11.9.6 Calibration Program.

During daily walk-throughs, routine audits, and while conducting inspections of all maintenance actions, QA will verify that all equipment/components are in calibration and are in safe working condition. QA will ensure that cognizant work centers comply with procedures established for the induction of equipment/components that require calibration.

11.9.7 Tool Control Program. QA will ensure that:

a. Tool control procedures are verified as directed by the ALRE Maintenance Officer and during work center audits.

b. When work is to be performed by contractor/field maintenance teams, the division's tool control standard is

maintained. A QAI will brief them upon their arrival regarding tool control responsibilities.

11.9.8 Quality Assurance Standards and Qualification Program. To maintain proper quality inspections of maintenance, inspectors must be trained, tested and indoctrinated with the highest of standards. All personnel nominated to perform inspection of ALRE Maintenance must meet the requirements specified in paragraphs 11.5.2, 11.5.3, and 11.7.3.

11.9.8.1 The TYCOM standardized ALRE Job Qualification Requirements (JQR) for QAI, CDQAI and CDI will be utilized to assist in the effective and proper qualification of ALRE inspectors. Quality inspections require an aggressive continuous training program to ensure inspectors maintain quality in maintenance and prevention of maintenance errors.

11.10 ALRE Discrepancy Reporting Program

11.10.1 Introduction

a. This program is the method by which hazardous deficiencies in material and publications, substandard workmanship, and improper QA procedures are reported.

b. COMNAVAIRSYSCOM has provided a NAVAIR EI website enabled capability to Organizational level and Intermediate level maintenance activities to create, transmit, and track Engineering Investigation (EI) requests and Hazardous Material EI requests. Requests will be routed to the assigned Fleet Support Teams (FSTs) and automatically routed to other concerned activities. This NAVAIR EI website enabled capability also permits maintenance activities to receive reports and other information, conduct technical dialog with the FST technical representative, and verify status of an EI. This website is accessible at https://ei.navair.navy.mil by all organizations with a role in the EI process.

c. COMNAVAIRSYSCOM has also established an Engineering Investigation (EI) Clearinghouse to oversee the EI process and interface between the EI requesting activity and the Fleet Support Teams (FSTs) for all COMNAVAIRSYSCOM activities. The function of the Clearinghouse is to monitor the performance of the EI process, and assist Fleet activities resolve problems with specific engineering investigations. The Clearinghouse will operate up to 16 hours each working day to respond to or expedite solutions to fleet problems or concerns. The Clearinghouse personnel can be contacted through the NAVAIR EI website at https://ei.navair.navy.mil.

d. It is the policy of this program to expeditiously resolve reported discrepancies relating to ALRE equipment. By utilizing prepaid commercial express shipping, EI exhibits can usually be delivered to the investigation activity within 3 days CONUS and 7 days non-CONUS.

11.10.2 Exceptions to the ALRE discrepancy reports are:

a. Changes or corrections to carrier Naval Air Training and Operating Procedures Standardization or tactical manuals are reported in accordance with OPNAVINST 3710.7R (NOTAL) using OPNAV 3710/6.

b. Deficiencies resulting from incorrect packaging, preservation, marking, handling (as reported by supply activities), or deficiencies in shipment which are the result of overage, shortage, expired shelf life, or misidentified material, are reported in accordance with SECNAVINST 4355.18 (NOTAL).

c. Locally procured material found to be deficient by the procuring activity or station is reported in accordance with SECNAV 4855.3A.

d. Deficiencies in letter type instructions and notices are reported by letter to the sponsor.

e. Incorrect source, maintenance, and recoverability (SM&R) codes are reported in accordance with NAVAIRINST 4423.11 (NOTAL).

f. Recommendations for improvements in procedures which are not a result of incorrect information contained in publications are reported by letter to Naval Air Technical Data and Engineering Service Command (NATEC) Code 3.3.A. Provide an info copy to NAVAIRWARCENACDIV Lakehurst, Code 3.3.1.

11.10.3 Program Management

11.10.3.1 QA is responsible for managing the ALRE Discrepancy Reporting Program. Reports covered by this program are the ALRE Quality Deficiency Report (QDR), ALRE Hazardous Material Report (HMR), ALRE Engineering Investigation (EI) Request, and ALRE Technical Publications Deficiency Report (TPDR). QA will assist the work centers in determining if one or more reports are needed for any maintenance problem or situation occurring in the activity. They will also review all discrepancy reports to ensure they are accurate, clear, concise, and comprehensive prior to submission.

11.10.3.2 The ship's safety officer shall review all correspondence pertaining to ALRE-related aircraft, ground, flight, and flight related mishaps.

11.10.3.3 Correspondence, reports, or requests involving the management of ALRE discrepancy reports shall be reviewed by the ALRE Maintenance Officer.

11.10.4 Safety

11.10.4.1 All hands have a responsibility to be alert for defects and discrepancies having an adverse effect on safety and to properly report them via their chain of command.

11.10.4.2 Safety shall be the primary consideration when submitting the reports outlined in this chapter. If an incident meets the criteria for an ALRE HMR and an ALRE EI, the hazard and the EI request should be reported in a single priority request on the NAVAIR EI website or a single priority message. Submission through the NAVAIR EI website is preferred and should be utilized when accessible. If a Technical Publication Deficiency Report meets the criteria for a CAT I TPDR, it should be reported via priority message.

11.10.5 Reporting Procedures

11.10.5.1 Submit ALRE QDRs, ALRE HMRs, ALRE EI requests and all combination ALRE discrepancy reports via the NAVAIR EI website to NAVAIRWARCENACDIV, Lakehurst, the Fleet Support Team (FST) for ALRE. If submitting by naval message, submit to AIG ONE THREE EIGHT EIGHT FIVE. In the remarks section of the message state, “THIS MSG ACTION FOR NAVAIRWARCENADLKE. INFO ALL OTHERS.” AIG ONE THREE EIGHT EIGHT FIVE shall not be used in the info addressee line of the message.

NOTE

Submission of an ALRE Discrepancy Report is mandatory when the criteria of paragraph 11.11.2.1, 11.12.3.1, 11.13.3, or 11.14.1.1 is met. A Casualty Report (CASREP) may be required in addition to an ALRE Discrepancy Report, but not in lieu of it.

11.10.5.2 Submit CAT I ALRE TPDR messages to AIG ONE THREE EIGHT EIGHT FIVE and NAVAIRTECHSERVFAC (NATEC) (Code 3.3.A) for dual action. AIG ONE THREE EIGHT EIGHT FIVE shall not be used in the info addressee line of the message. Submit CAT II ALRE TPDRs (OPNAV 4790/66) to the NAVAIRTECHSERVFAC (NATEC)(Code 3.3.A) and with an info copies to the originator's type commander and the FST.

NOTE

For ALRE TPDRs involving ALRE QA cards, NATEC will not be a recipient of the report. The report action addressee will be NAVAIRWARCENACDIV Lakehurst (Code 3.3.1).

11.10.5.3 A report control number (RCN) will be assigned to each ALRE discrepancy report. RCNs will be assigned sequentially throughout the calendar year, without regard for the type of report: for example, 8001 is the first report and is an ALRE HMR, 8002 is the second report and is a CAT I ALRE QDR, 8003 is the third report and is an ALRE TPDR, and 8004 is the fourth report and is another ALRE HMR. The RCN shall not contain any hyphens or spaces; for example, V03300018001. The RCN is composed of the following elements:

a. Element (1) is the service designator code applicable to the originating activity, either R or V. These codes are the only correct service designator codes for ALRE Discrepancy Reports. V is for Navy and Marine Corps aviation Atlantic Fleet operating forces, and R is for Navy and Marine Corps aviation Pacific Fleet operating forces.

b. Elements (2) through (6) are the unit identification code (UIC) of the originating activity, for example 03300.

c. Elements (7) and (8) are a two character identification of the calendar year, for example, 01.

d. Elements (9) through (12) are the locally-assigned control number. These numbers are sequential beginning with 8001 each calendar year.

11.10.5.4 Reference the RCN and message date-time-group of the originating activity on all supplemental correspondence. Include shipping information and the exhibit control number assigned by the FST.

11.10.5.5 Retain a copy of the reports for 2 years in accordance with SECNAVINST 5212.5D.

NOTE

ALRE HMRs, ALRE TPDRs, ALRE QDRs, ALRE EI requests and combined reports prepared as a result of an aircraft mishap are not privileged. Exercise extreme care to ensure that these reports and requests do not contain privileged information. Refer to OPNAVINST 3750.6Q (NOTAL).

11.10.5.6 ALRE discrepancy report submission criteria, precedence, and time limits are summarized in Figure 11-15.

11.10.6 Handling and Preparation of ALRE QDR/HMR/EI Material.

11.10.6.1 The V-2 (ALRE) material control work center will hold the defective material until disposition instructions are received from the Fleet Support Team (FST) or directing authority. When disposition instructions are received from the FST, V-2 (ALRE) material control shall take the defective material to the supporting supply department for shipping.

NOTE

Defective material investigations are often closed without reaching a conclusion about why the component failed because the exhibit is lost prior to shipment or damaged due to improper handling or packaging.

NOTE

Any material directed by the FST to be released to an authorized contractor's representative or shipped directly to a contractor's plant shall be processed through the supporting supply department. Supply can issue the material on a custody basis, only after receiving authority from the FST.

a. Maintain material in an AS IS condition, ensuring the ALRE EI exhibit control number assigned by the FST appears on all documents, exhibits, and packaging. Whenever a hazardous condition is evident, request shipping instructions from the FST.

b. Take special care to cap/package material immediately upon removal from the system in such a manner as to prevent corrosion, contamination, or other damage that may contribute to confusion or loss of possible cause factors. Do not attempt any adjustments, disassembly, or perform any type of cleaning, externally or otherwise. If any adjustment, disassembly, or cleaning was done during a local investigation, a list of particulars describing the local investigation must accompany the material to the FST.

c. Forward samples of the fluid in clean, sealed, authorized containers. If contamination is suspected, annotate sample bottles accordingly.

NOTE

Hazardous material should be handled/packaged in accordance with OPNAVINST 5100.23E. Contact the supporting supply department for assistance.

d. Do not attempt to reassemble fragments of failed material. Wrap each fragment separately to prevent damage caused

by relative movement. When feasible, forward associated accessories, components, or material suspected of contributing to the malfunction/mishap. Do not touch failed surfaces as this could mask failure data.

e. Ensure DD Form 2332 (figure 11-16) is attached to the exhibit. Also, provide a copy of the ALRE MAF (if applicable), appropriate copies of DD Form 1149 with a copy of the ALRE Discrepancy Report and all other supporting documents inside of the shipping container. QA shall ensure the ALRE MAF is marked with the ALRE exhibit control number assigned by the FST and that ALRE QDR, ALRE HMR or ALRE EI, as appropriate, appears in 3 inch red letters, in a manner not to obscure vital data.

NOTE

Exhibits shall be held 60 days by the originating point or until disposition instructions are received from an appropriate screening or action point. If after 60 days, shipping or disposition instructions have not been received, the originator shall conduct a follow-up with the appropriate screening or action point. Exhibits shall not be repaired within the 60-day holding time unless critical mission requirements dictate. In such instances, action should be initiated to retain evidence of the deficiency through photographs, testing, etc., which can be included with the ALRE discrepancy report.

NOTE

Within 45 days after receipt of an ALRE discrepancy report, the ALRE screening activity shall provide feedback to the originating activity concerning status of any possible exhibit request. Feedback shall delineate any requirement for the originator to hold the exhibit material for a period exceeding the initial 60 days.

11.10.7 Response to ALRE Discrepancy Reports

11.10.7.1 The originating point is an activity that finds a quality deficiency and reports it by ALRE QDR, ALRE HMR, ALRE HMR/EI, or ALRE TPDR to the designated screening point. Figure 11-4 depicts the process flow for ALRE QDRs. Processing for other ALRE discrepancy reports is similar.

a. Defective material identified by an ALRE discrepancy report, shall be isolated and held as an exhibit for a minimum of 60 days (unless otherwise directed) after the report is submitted to the screening point.

b. The originator shall respond to all requests from screening, action or support points for additional information that

may be necessary in the investigation of any ALRE discrepancy reports.

c. When a reply has not been received within the timeframes specified in paragraphs 11.11 through 11.14 for the applicable discrepancy report, the originating activity's ALRE QA will initiate follow-up action to the screening point via the NAVAIR EI website, priority message, routine message or naval letter, as appropriate. Submission through the NAVAIR EI website is preferred and should be utilized when accessible. At a minimum, information addressees/"copies to" for follow-up action will include COMNAVAIRSYSCOM (PMA251), COMNAVAIRLANT (Code N433), and COMNAVAIRPAC (Code N435).

11.10.7.2 The screening point is the activity that reviews the discrepancy report for proper category classification, validity, correctness of entries, accuracy, and completion of information addresses; determines and transmits the report to the cognizant action point; maintains an audit trail for each report; reviews QDR closeout responses from action points; and collects, maintains, and exchanges report data. The primary screening point for ALRE equipment is the ALRE FST, NAVAIRWARCENACDIV Lakehurst, NJ. The screening point for NAVAIRSYSCOM publications is NATEC, Code 3.3.A. The screening point responsibilities are further broken down at NAVAIRWARCENACDIV, Lakehurst based on the type of report being submitted. These are outlined in the applicable report paragraphs, 11.11 through 11.14. Duties of the screening point for all type reports include the following:

a. The screening point shall forward an initial response, acknowledging receipt of the discrepancy report, to the originator within the time limits specified in paragraphs 11.11 through 11.14.

b. The screening point shall forward ALRE discrepancy reports to the appropriate action point within the time limits specified in paragraphs 11.11 through 11.14.

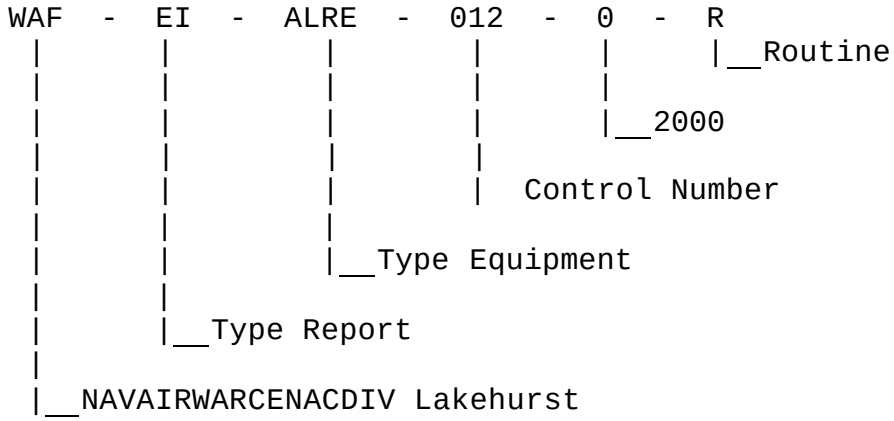
c. The screening points shall establish an audit trail for each ALRE Discrepancy Report forwarded to the action points for investigation. Additional guidance for screening points is provided in DLAR 4155.24/SECNAVINST 4855.5A.

d. Once the EI or HMR request or QDR report has been screened and accepted, the screening point shall assign an exhibit control number to the ALRE discrepancy report as follows:

(1) Request the deficient exhibit (if needed) from the originator (holding point) as soon as the need is determined, but not later than time prescribed for the particular report. The

support point may be authorized to request the exhibit directly from the holding point.

(2) Use the EI Request/QDR investigation control system for deriving control numbers shown in the following paragraphs:



(3) The first 3 elements are the ORG Code, as established in NAMSO 4790.A7065-01. The NAVAVNDEPOT identifier for NAVAIRWARCENACDIV Lakehurst is WAF. This element is followed by a dash (-).

(4) The next element are "EI", "QDR", or "HMR", followed by a dash (-).

(5) The next four characters are the system identifier (type equipment). ALRE will be used for launch and recovery systems equipment. This element is followed by a dash(-).

(6) The next three elements comprise the serial number. This number will be assigned sequentially throughout the calendar year (beginning with 001) without regard for the type of report. This element is followed by a dash (-).

(7) The next element is the calendar year identifier beginning with "0" for calendar year 2000, and continuing in arithmetic progression with changes in calendar year. This element is followed by a dash (-).

(8) The last element is a request urgency indicator, that is, "R" for Routine, "S" for Safety, and "M" for Mishap related. This indicator will be based on the nature of the request as specified in the ALRE discrepancy report.

11.10.7.3 The action point is a focal point identified within each activity, responsible for resolution of a reported product deficiency including necessary collaboration with support points.

For QDR reports, The action point should be determined using material cognizance (COG) codes, i.e., 1H, 5R, 7E, 9G, etc. For EI, HMR and all combination requests, the action point is the applicable equipment FST engineer at NAVAIRWARCENACDIV, Lakehurst, NJ. For ALRE discrepancy reports, the action point shall:

a. Investigate the reported deficiency.

b. Ensure action is taken to provide disposition instructions for the deficient product.

c. Carefully evaluate the need to request an exhibit. If the exhibit is essential in the investigation, request it from the report originator as soon as the need is known but no later than the time limits specified in paragraphs 11.11 through 11.14.

d. In the case of ALRE QDRs, determine if a contract warranty applies and initiate any additional special actions that are required.

e. Determine if the same deficiency is currently under investigation or has been resolved because of a previous report.

f. Forward an initial, interim or final response to the originator or screening point as applicable within the time limits specified in paragraphs 11.11 through 11.14.

g. Additional guidance for action points is provided in DLAR 4155.24/SECNAVINST 4855.5A (NOTAL).

11.10.7.4 The support point is an activity that assists the action point, when requested, by conducting and providing results of a special analysis or investigation pertinent to the correction and prevention of a reported deficiency. The support point, when requested, shall:

a. Conduct an investigation to determine the root cause(s) of the reported deficiency and the corrective actions necessary.

b. Evaluate the need to request an exhibit.

c. Provide an interim or final reply to the requesting action point within the time limits specified in paragraphs 11.11 through 11.11.

d. Additional guidance for support points is provided in DLAR 4155.24/SECNAVINST 4855.5A (NOTAL).

NOTE

Failure to meet the specified time limits does not relieve the requirement to process the ALRE Discrepancy Report. Activities will provide progress reports or request status reports as necessary to ensure timely completion of required action.

11.10.7.5 NAVAIRWARCENACDIV Lakehurst shall prepare a monthly summary/status report listing all new, open, and resolved (that month) ALRE discrepancy reports by type and category, and forward copies to COMNAVAIRSYSCOM, COMNAVAIRLANT, COMNAVAIRPAC, all CV/CVNs, NAVICP Philadelphia, NAVICP Mechanicsburg, NAVSAFECEN, and other concerned activities.

11.11 ALRE Hazardous Material Report (ALRE HMR)

11.11.1 This report provides a standard method for reporting material deficiencies which, if not corrected, could result in death or injury to personnel, or damage to or loss of aircraft, equipment, or facilities. Such incidents are reportable regardless of how or when the discrepant condition was detected.

NOTE
The ALRE HMR is not applicable for discrepancies related to new or newly reworked material. These discrepancies shall be reported using the ALRE QDR (CAT I or CAT II, as applicable.)

11.11.2 Reporting Criteria. Originating activities shall prepare and submit ALRE HMRs in accordance with this instruction.

11.11.2.1 Submit an ALRE HMR or HMR/EI by priority request on the NAVAIR EI website or a priority precedence (submission through the NAVAIR EI website is preferred and should be utilized when accessible) message within 24 hours of the discovery under one or more of the following conditions:

NOTE
In case of a naval aircraft mishap, the required reports will be submitted in accordance with OPNAVINST 3750.6Q (NOTAL). In addition, a Report of Deviation from Normal Catapult Launch and Arrested Landing will be filed, when applicable (refer to COMNAVAIRLANTINST 3750.30M (NOTAL) or COMNAVAIRPACINST 13800.6E (NOTAL)). However, submission of the preceding reports does not negate the requirement to submit ALRE discrepancy reports as described in this instruction.

a. Malfunction or failure of a component part which, if not corrected, could result in death or injury to personnel, or damage to or loss of aircraft, equipment, or facilities.

11.15.1.1 Whenever possible, ALRE HMRs, ALRE EIs, ALRE QDRs and combined discrepancy reports should be reported through the NAVAIR EI website. Report submission instructions are posted on the website and are very similar to submission through the naval message system. When circumstances will not permit reporting through the website, the following format and content apply to ALRE HMR, ALRE EI, ALRE QDR, and combined ALRE discrepancy message reports. (Examples are provided in figures 11-5 through 11-10).

NOTE
Use of MINIMIZE CONSIDERED shall be in accordance with the NTP-3 (NOTAL).

Precedence: Priority/Routine (as applicable)
From: Message Originator
To: AIG ONE THREE EIGHT EIGHT FIVE

NOTE
AIG ONE THREE EIGHT EIGHT FIVE shall not be used in the info addressee line of the message.

Info: NAVICP Mechanicsburg PA//05632// (all 1H or 7E COG material)

NOTE
Security classifications are defined in the Department of the Navy Security Classification Guidance (OPNAVINST 5513.1E); however, every attempt should be made to employ UNCLAS to expedite routing.

Subj: List applicable subject or combination of subjects, for example ALRE HMR/CAT I QDR

Ref: A. OPNAVINST 4790.15D

NOTE
Reference other applicable instructions and any related mishap/investigation reports submitted in accordance with OPNAVINST 3750.6R (NOTAL) and mishap classification and serial number. Include only instructions and references applicable to the occurrence. When a technical manual is referenced, include issue date and latest change date.

1. Reporting custodian and UIC. Example: USS SHIP (CV-00), 03300.

2. FST for failed item. Example: NAVAIRWARCENACDIV LAKEHURST, NJ.

3. Report Control Number (RCN): A number assigned by the originating activity in accordance with paragraph 11.10.5.3.

b. Study the history of failures and utilize the Fleet Support Team (FST) engineer (TOOL KIT) to determine the need for and value of an investigation on the equipment/material in question. The determination to proceed or not to proceed with the HMR and/or EI shall be completed and an initial response forwarded to the originator, in accordance with paragraphs c and d below, within 3 working days of the request.

c. When engineering analysis, technical dialog, or other factors indicate that an HMR and/or EI is not required, the FST engineer will inform the originator, as well as other required addressees through the NAVAIR EI website or by Naval Message. The FST engineer will summarize the factors that led to a decision to deny the HMR and/or EI request.

d. When it is determined an HMR and/or EI is required, the FST technical representative will provide an initial response to include an assigned investigation control number (assigned over the NAVAIR EI website in accordance with paragraph 11.10.7.2), and provide shipping instructions for the discrepant equipment / material or describe the arrangements for an on-site investigation. All HMR and/or EI exhibits will be shipped as directed in the shipping instructions received from the Fleet Support Team (FST).

e. The FST technical representative in cooperation with the applicable support points shall develop an EI exhibit examination plan and post it on the NAVAIR EI website. He/she will ensure the examination plan is provided to the support points and the investigating activity if exhibit is to be examined off-site. He/she will notify the local investigating activity-receiving personnel (Customer Service representative) of the request for the equipment/material exhibit, so the exhibit can be properly identified and routed when received.

f. Follow-up on exhibit non-receipt. Under normal circumstances, follow-up shall be made within 4 days for CONUS shipping or 8 days for non-CONUS shipping, after the initial response, but the period may be extended if it is known that shipment will take longer. Follow-up shall include a NAVAIR EI website report or message to the HMR and/or EI request originator, after first checking with the local supply activity and investigating activity-receiving area, as a minimum. All possible follow-up actions shall be taken, particularly on equipment/material related to HMRs.

g. Acknowledge receipt of HMR and/or EI exhibit via the NAVAIR EI website or naval message system within 1 working day of exhibit receipt.

h. The FST technical representative conducts the investigation in accordance with documented standard operating procedures. Immediate corrective action required to resolve life-threatening conditions shall be transmitted by telephone or message within 24 hours. An interim response for the HMR will be provided via the NAVAIR EI website or Naval message system within 10 working days of the initial response (if exhibit was not required) or material receipt (if exhibit was required). A final HMR response will be provided via the NAVAIR EI website or Naval message system within 30 working days of the initial response (if exhibit was not required) or material receipt (if exhibit was required). An interim response shall be provided every 30 working days until a final response is provided. Interim responses shall include status to date and a projected final response date. The final response shall include at a minimum, background, description of findings, conclusions, recommendations, related information, pending action and exhibit disposition information.

11.11.4 Action Point Responsibilities. As described above the action point for ALRE HMR and/or EI requests is the equipment technical representative at FST, NAVAIRWARCENACDIV Lakehurst and their responsibilities are listed above.

11.11.5 Support Point Responsibilities. The responsibilities of the support point are delineated in paragraph 11.10.7.4. Using information provided by the action point, the support point will complete the requested service or analysis specified in the examination plan in order to meet the action point’s reporting timeframes listed above.

11.12 ALRE Engineering Investigation (ALRE EI)

11.12.1 ALRE EIs are applicable to all ALRE systems, their subsystems, equipment, components, related SE, special tools, and fluids and materials used in the operation of the equipment. ALRE EIs:

a. Provide an investigation process to determine the cause and depth of fleet reported material failures.

b. Support the investigation of material associated with aircraft mishaps.

c. Support the Scheduled Removal Component (SRC) and Equipment History Record (EHR) programs by providing for the investigation of high-time and on-condition components and assemblies to confirm, revise, or initiate component or assembly operating times.

d. Provide for engineering assistance relating to any fleet ALRE material problem.

11.12.2 Types of ALRE EIs conducted are disassembly and inspection, material analysis, and engineering assistance.

11.12.3 Reporting Criteria. Originating activities shall prepare and submit ALRE EIs in accordance with this instruction.

11.12.3.1 Submit an ALRE EI request under one or more of the following conditions:

a. Safety is involved. This includes ALRE EI requests prepared in conjunction with aircraft mishaps and ALRE HMRs when it is evident that an unsafe condition exists.

b. Additional technical or engineering information is required to complete an aircraft mishap investigation.

c. Launch/recovery systems readiness is seriously impaired due to poor material reliability.

d. When environmental issues force material or process changes that conflict with existing publications or technical directives.

e. When directed by higher authority.

11.12.3.2 Originating activities shall prepare and submit ALRE EIs in accordance with this instruction. They shall:

a. Submit an ALRE EI request by routine request on the NAVAIR EI website or routine precedence message (submission through the NAVAIR EI website is preferred and should be used when accessible) within 3 calendar days after discovery of deficiency, unless combined with an ALRE HMR.

b. A combined ALRE HMR/EI shall be sent by priority request on the NAVAIR EI website or priority precedence message within 24 hours of discovery, see the submission guidance under Hazardous Material Report.

c. Hold defective or environmentally sensitive material in V-2 (ALRE) material control for a minimum of 60 days or until receipt of disposition instructions from the Lakehurst FST.

11.12.4 The screening point, action point and support point functions and responsibilities, the combined handling of the EI request by the EI Clearinghouse and FST Technical representative,

are nearly identical to those of the HMR. The only difference lies in the time of the interim response by the FST technical representative. An interim or final response for the EI will be provided via the NAVAIR EI website or Naval message system within 30 working days of the initial response (if exhibit was not required) or material receipt (if exhibit was required). It shall be the goal of the FST technical representative to complete the investigation within the specified 30 working days and provide the final report response. If circumstances will not allow the completion of the investigation within this timeframe, interim responses are required every 30 working days until a final response is provided.

11.13 ALRE Quality Deficiency Report (ALRE QDR)

11.13.1 An ALRE Quality Deficiency Report (QDR) provides maintenance activities with a method for reporting deficiencies in new or newly-reworked material which may be attributable to nonconformance with contractual or specification requirements or substandard workmanship. Failures must have occurred at zero operating time, during initial installation, operation, test, or check. Discrepancies discovered after the initial use do not qualify for ALRE QDR reporting, and shall be reported as ALRE HMRs and/or ALRE EIs, as appropriate. ALRE QDRs are targeted toward reporting possible deficiencies in QA during the manufacturing or rework process. The goal is to improve the quality of work done by naval aviation depots (NAVAVNDEPOTs), naval shipyards, contractors, and subcontractors returning reworked material to supply stock. The process flow for ALRE QDRs is depicted in figure 11-4. Processing for other ALRE discrepancy reports is similar.

11.13.2 Definition of Terms

11.13.2.1 New Material. Material procured under contract from commercial or government sources or manufactured by an in-house facility. Such material will be considered new until it has been proven in actual system operation.

11.13.2.2 Reworked Material. Material that has been overhauled, rebuilt, repaired, reworked, or modified by an outside military or commercial facility and unproven during actual system operation. Such material will be considered newly reworked until it has been proven during actual system operation.

11.13.3 Types of ALRE QDRs

11.13.3.1 CAT I. A quality deficiency in new or newly reworked material which may or will affect safety of personnel including causing injury or death; cause loss or major damage to a weapon

system; or impair the combat efficiency of an individual or organization, or jeopardize mission accomplishment.

11.13.3.2 CAT II. A report of a quality deficiency in new or newly-reworked material which does not meet the criteria set forth in Category I.

11.13.4 Reporting Criteria

11.13.4.1 Originating activities shall prepare and submit ALRE QDRs in accordance with this instruction.

11.13.4.1.1 CAT I ALRE QDR Submission. CAT I ALRE QDRs shall be submitted by a priority request on the NAVAIR EI website or a priority precedence message (the NAVAIR EI website is preferred and should be utilized when accessible) within 24 hours after discovery of the deficiency.

NOTE
Do not combine CAT I ALRE QDRs and ALRE EIs.

11.13.4.1.2 CAT II ALRE QDR Submission

a. CAT II ALRE QDRs shall be submitted by a routine request via the NAVAIR EI website or a routine precedence message to the fleet support team (FST), “INFO FOR” the originator's type commander. The FST for ALRE is NAVAIRWARCENACDIV Lakehurst.

b. Submit CAT II ALRE QDR routine precedence messages within 3 calendar days after discovery of the deficiency if, in the opinion of a QAI, a quality deficiency requires attention. Originating activities should evaluate the administrative costs involved to determine if such costs will exceed the benefits, giving less consideration to administrative costs when the deficiency is recurring or chronic in nature.

c. Units reporting CAT II ALRE QDR should follow submission instructions on the NAVAIR EI website when using the website or use the general format contained in paragraph 11.15.1.1 when using the naval message system.

d. CAT II ALRE QDRs must, as a minimum, include the FST as the action addressee and the originator’s type commander as an information addressee.

e. Send copies of all supporting documents, such as, DD 1348-1, DD 1155, photographs, test reports, and other pertinent

data to the FST in order to facilitate processing. Include the CAT II ALRE QDR report number on all documents.

f. CAT II ALRE QDRs on deficiencies in common or general type material, for example, tools, lubricants, corrosion preventative material, received bad from supply but not installed will be submitted to the Fleet Material Support Office (FLEMATSUPPO). NAVAIRWARCENACDIV Lakehurst remains the FST for ALRE special tools.

NOTE
Exhibits shall be held 60 days by the originating point or until disposition instructions are received from an appropriate screening or action point.

11.13.4.2 All originating activities shall turn in defective ALRE discrepancy report material exhibits to the ALRE material control work center to hold until receipt of exhibit disposition instructions from the FST or directing authority (see paragraph 11.10.6). When disposition instructions are received from the FST, the ALRE material control work center shall take the defective material to the supporting supply department for shipping.

NOTE
Any material directed by the FST to be released to an authorized contractor's representative or shipped directly to a contractor's plant shall be processed through the supporting supply department. Supply can issue the material on a custody basis, only after receiving authority from the FST.

11.13.5 Screening Point Responsibilities. The screening point for ALRE QDRs is FST, NAVAIRWARCENACDIV Lakehurst, NJ. The functions of the screening point are summarized in Figure 11-16 and described in paragraph 11.10.7.2. In addition to those responsibilities, the screening point shall:

a. Forward an initial response to the originator within 1 working day after receipt of a CAT I ALRE QDR, or within 3 working days after receipt of a CAT II ALRE QDR.

b. Forward the QDR to the appropriate action point within 1 working day after receipt of a CAT I ALRE QDR or within 10 working days after receipt of a CAT II ALRE QDR.

11.13.6 Action Point Responsibilities. For ALRE QDRs, the action point is often the particular exhibit’s applicable government procuring activity or the applicable contractor. Action point responsibilities are described in paragraph 11.10.7.3. In addition to those responsibilities, the action point shall:

a. Request the exhibit from the originator, if required, as soon as the need is known but no later than 5 working days after receipt of a CAT I ALRE QDR or within 10 working days after receipt of a CAT II ALRE QDR.

b. For CAT I QDRs, forward an interim or final reply to the screening point within 20 working days after CAT I QDR receipt (if exhibit was not required) or material receipt (if exhibit was required). If an interim or follow-up interim reply is sent, include status to date and a projected final reply date. Immediate corrective action required to resolve life-threatening conditions shall be transmitted by telephone or message within 24 hours.

c. For CAT II ALRE QDRs, forward an interim or final reply to the screening point within 30 working days after CAT II QDR receipt (if exhibit was not required) or material receipt (if exhibit was required). If an interim reply or follow-up interim reply is sent, include status to date and a projected final reply date.

11.13.7 Support Point Responsibilities. The support point responsibilities are described in paragraph 11.10.7.4. In addition to those responsibilities the support point will complete the requested service or analysis specified by the action point in order to meet the action point's reporting timeframes listed above.

11.14 ALRE Technical Publication Deficiency Report (ALRE TPDR)

11.14.1 This report provides a simplified procedure for reporting technical publication safety hazards and routine deficiencies.

11.14.1.1 A CAT I ALRE TPDR message is required when a technical publication deficiency is detected which, if not corrected, could result in death or injury to personnel or damage to or loss of aircraft, equipment, or facilities. These are to be reported using the priority precedence CAT I ALRE TPDR message format. The importance of submitting a message for the CAT I ALRE TPDR for safety related deficiencies is emphasized.

11.14.1.2 CAT II publication deficiencies are those that do not meet the criteria of a CAT I ALRE TPDR. They may include technical errors, wrong sequence of adjustments, part number errors or omissions, and microfilm deficiencies, such as poor aperture card film quality. These are to be reported using Technical Publication Deficiency Report, OPNAV 4790/66.

11.14.1.3 Technical publications include MRCs, maintenance and overhaul manuals, operation manuals, illustrated parts breakdowns, technical directives, service bulletins, and other technical manuals. The ALRE TPDR is not applicable when reporting deficiencies in instructions or notices.

11.14.1.4 For NAVSEASYSCOM publication deficiencies, refer to paragraph 11.16.4.

11.14.2 Reporting Criteria.

11.14.2.1 Originating activities shall prepare and submit ALRE TPDRs in accordance with this instruction.

11.14.2.2 CAT I ALRE TPDR

11.14.2.2.1 All activities shall prepare and submit a CAT I ALRE TPDR priority message within 24 hours of discovery of a deficiency in accordance with paragraph 11.15.2. The action addressee for the message report will be NAVAIRWARCENACDIV Lakehurst (Code 3.3.1) and NATEC (Code 3.3.A).

NOTE

For CAT I ALRE TPDRs involving ALRE QA and ALRE C cards, NATEC will not be a recipient of the report. The message report action addressee will be AIG ONE THREE EIGHT EIGHT FIVE. In the remarks section of the message state, "THIS MSG ACTION FOR NAVAIRWARCENACDIVLKE. INFO FOR ALL OTHERS." AIG ONE THREE EIGHT EIGHT FIVE shall not be used in the info addressee line of the message.

11.14.2.2.2 When urgency dictates, CAT I ALRE TPDRs may be reported by the most expeditious means available, for example, telephone, facsimile (FAX) or local visit. The NAVAIRWARCENACDIV Lakehurst FAX numbers are (732) 323-7232/7233.

NOTE

Oral or facsimile communication shall be promptly confirmed by message.

11.14.2.3 CAT II ALRE TPDR

11.14.2.3.1 All activities shall use the OPNAV 4790/66 (figures 11-12 and 11-13) within 10 working days for reporting routine technical publication deficiencies (CAT II). The original and one copy shall be sent to NATEC Code 3.3.A, one copy shall be sent to NAVAIRWARCENACDIV Lakehurst (Code 3.3.1), and one copy shall be sent to the originator's type commander (COMNAVAIRLANT or COMNAVAIRPAC).

NOTE
For CAT II ALRE TPDRs involving ALRE QA and ALRE C cards, NATEC will not be a recipient of the report. The report will be sent to NAVAIRWARCENACDIV Lakehurst (Code 3.3.1).

11.14.3 NATEC will serve as the central manager for all NAVAIRSYSCOM technical publications and shall:

a. Maintain a record of all technical manual deficiencies.

b. Acknowledge receipt of each ALRE TPDR to the originator and assign FST action for ALRE TPDRs as required. This will be accomplished within 1 working day after receipt of CAT I ALRE TPDRs, and within 10 working days after receipt of CAT II ALRE TPDRs.

c. Coordinate action with FST and contractor to ensure correction of technical publications.

d. Follow-up on each ALRE TPDR to ensure corrective action is accomplished.

e. Provide ALRE TPDR status as required to the applicable TYCOM.

11.14.3.1 FSTs will coordinate with the NATEC and take the appropriate action necessary to ensure the deficiency is resolved, for example, correctness of technical publication, appropriate printing assignment, or preparation and initiation of change for corrective action.

11.14.3.2 NATEC will report action taken on all ALRE TPDRs in a timely manner.

11.14.3.3 FSTs will notify NATEC and the ALRE TPDR originator of final disposition of each ALRE TPDR. FSTs shall also ensure that all addressees of the original report are included in all correspondence related to that report.

11.15 ALRE Discrepancy Report Preparation

11.15.1 ALRE HMR, ALRE EI and CAT I ALRE QDR Preparation.

11.15.1.1 Whenever possible, ALRE HMRs, ALRE EIs, ALRE QDRs and combined discrepancy reports should be reported through the NAVAIR EI website. Report submission instructions are posted on the website and are very similar to submission through the naval message system. When circumstances will not permit reporting through the website, the following format and content apply to ALRE HMR, ALRE EI, ALRE QDR, and combined ALRE discrepancy message reports. (Examples are provided in figures 11-5 through 11-10).

NOTE
Use of MINIMIZE CONSIDERED shall be in accordance with the NTP-3 (NOTAL).

Precedence: Priority/Routine (as applicable)
From: Message Originator
To: AIG ONE THREE EIGHT EIGHT FIVE

NOTE
AIG ONE THREE EIGHT EIGHT FIVE shall not be used in the info addressee line of the message.

Info: NAVICP Mechanicsburg PA//05632// (all 1H or 7E COG material)

NOTE
Security classifications are defined in the Department of the Navy Security Classification Guidance (OPNAVINST 5513.1E); however, every attempt should be made to employ UNCLAS to expedite routing.

Subj: List applicable subject or combination of subjects, for example ALRE HMR/CAT I QDR

Ref: A. OPNAVINST 4790.15D

NOTE
Reference other applicable instructions and any related mishap/investigation reports submitted in accordance with OPNAVINST 3750.6Q (NOTAL) and mishap classification and serial number. Include only instructions and references applicable to the occurrence. When a technical manual is referenced, include issue date and latest change date.

1. Reporting custodian and UIC. Example: USS SHIP (CV-00), 03300.

2. FST for failed item. Example: NAVAIRWARCENACDIV LAKEHURST, NJ.

3. Report Control Number (RCN): A number assigned by the originating activity in accordance with paragraph 11.15.5.3.

4. The four digit Julian date when deficiency was discovered.

5. National Stock Number (NSN) of discrepant item. Enter stock number of the unsatisfactory material, in the format xxxx-xx-xxx-xxxx, and the cognizance symbol, if known.

NOTE

Do not leave the NSN blank without ALRE maintenance officer's approval.

6. Discrepant Item Nomenclature. Annotate as officially described on drawings or in manuals.

7. For new material, indicate manufacturer's name and five digit CAGE code and the shipper's name. For reworked material, indicate the last rework activity, if known.

7A. FSCM: Enter Federal Supply Code for Manufacturers.

8. Part Number of Discrepant Item. Include NAVAIRWARCENACDIV Lakehurst and manufacturer's (if applicable) part numbers.

9. Serial, lot, or batch number (indicates number used). If unknown or not applicable, enter "UNK" or "N/A".

10. Contract Number or Purchase Order. Enter total contract number (13 to 17 characters), if available. For a 13-digit contract number, the first six characters identify buying activity (N68335 is NAVAIRWARCENACDIV Lakehurst, N00383 is NAVICP Philadelphia, N00140 is Naval Regional Contracting Center, etc). Next two digits identify year contract was awarded, next letter digit identifies contracting method, and last four digits identify the contract serial number. Contract numbers are especially important and must be entered when available.

a. Contract No: Enter the contract number, if applicable. Contract numbers are especially important and should be entered when available.

NOTE

The ALRE maintenance officer must approve an entry of "UNK" for the contract number.

b. Purchase Order No: Enter the purchase order number, if applicable.

c. Requisition No: Enter the original requisition number.

11. New or newly reworked, if known. Enter the word "NEW" for items received through the supply system (unless known to have been refurbished) or direct shipments from a manufacturer. Enter the word "REWORKED" for items received via the supply system that are known to have been refurbished or those items from an authorized rework activity (i.e., VRT/SIMA). If status is unknown, enter "UNK" (unknown). If not applicable (ALRE HMR/ALRE EI), enter "N/A".

12. Date manufactured, reworked, or overhauled, when available. If unknown, enter "UNK".

13. Operating time at failure/events. Indicate units (such as hours, hits or shots). If unknown, enter "UNK".

14. Government-furnished material (yes or no). Government-furnished material includes service change kits, interim spares, and initial outfitting items.

15. Quantity: Quantity shall be a count of each individual item, disregarding unit of issue. If problem does not relate to a quantity, enter "N/A".

a. Received: Enter the total number of items received in the lot or batch in which the unsatisfactory material condition was found, if known.

b. Inspected: Enter the number of items that were inspected for the deficiency.

c. Deficient: Enter the number of items that were determined to be deficient as a result of the inspection.

d. In Stock: Enter the number of items remaining in stock locally.

16. Deficient item works on or with: Indicate the name and part number of the equipment the problem is part of, adding MK and MOD where applicable.

a. End item (arresting gear engine, jet blast detector (JBD), etc.).

b. Next higher assembly (if applicable.)

17. Dollar value of deficient material (if known; otherwise enter "UNK") and man-hours to repair.

18. If hazardous material or procedure, include military specification (MILSPEC), type, class/grade, or NONE of no MILSPEC is available; if the report does not concern environmentally sensitive material or procedures, enter "N/A".

19. UNK.

20. Equipment Identification Code (EIC): Enter the most specific code available.

21. Exhibit Disposition. Exhibits are important to determine the root cause of a problem, to return to a contractor for corrective-action purposes, or to precipitate a stock system purge action. Material shall be handled as per paragraph 11.10.6. Enter "EXHIBIT HELD" to indicate that problem item is available for examination. If an exhibit is being held, indicate the number of days (minimum of 60 calendar days) the exhibit will be held.

NOTE

Material shall be shipped within 3 days of receipt of disposition instructions from the FST.

22. Details

a. Narrative description. As precisely as possible, describe the type, scope and extent of the problem, known or probable causes, pertinent service changes incorporated, environmental issue listing references and regulatory agency, comments/recommendations to reduce or eliminate the source of the problem (if any). Indicate urgency, assistance needed, etc.

b. How safety of personnel or activity mission is affected.

c. Number of similar deficiencies in like items reported by the originating activity, for example, five in the past 4 months.

d. How deficiency was detected or confirmed, such as, visually or functional operation. Where deficiency was discovered, for example, maintenance/operational test.

e. Storage/handling information, if applicable. (If it appears these factors have contributed to the deficient material condition).

f. Indicate if supporting documents will be supplied. Photographs to follow, are available upon request, are not available (as applicable). When photographs are taken, place a

ruler alongside the object so as to appear in each photograph. Measurements should also appear on sketches. Write the report control number from block 3 on the back of photographs.

g. Description of incorrectly identified new material, if applicable.

h. In order to receive credit for defective 9 COG and SPCC COG (1H,7E,7G,7H) material:

(1) List the original MILSTRIP requisition document number, "BILL TO" DOD Activity Address Code (DODAAC) (if different from requisitioned DODAAC), and the applicable Fund and Signal codes. When the original document number cannot be determined, a MILSTRIP document number must be assigned as follows:

NOTE

Following closing action on discrepant NAVICP managed material (any remaining 1H, 3H, 4R, 5R, 7E, 7G, 7H, 7R and OM COG), NAVAIRWARCENACDIV Lakehurst will request credit to the end user by submitting a letter to NAVICP Philadelphia & Mechanicsburg (Material Returns Program Code 015), as appropriate. The letter must contain the complete document number under which the discrepant item was issued, and must be accompanied by a copy of the original CAT I/II QDR message with closing action. This procedure requires that the originating activity provide the original MILSTRIP requisition document number as detailed above.

(a) The originating point DODAAC will comprise the first six characters (the DODAAC will receive credit unless otherwise specified).

(b) The current Julian calendar date for the next four characters - the ending four-digit serial number beginning with "U" will complete the constructed document number.

(c) Example: N63124-4286-U001

i. Name, rank, and DSN number of ALRE maintenance officer. (If deployed, delete phone number and insert the word DEPLOYED).

j. Work center code (example: VB01 for Catapult No. 1.)

k. N/A.

l. N/A.

23. Location of Deficient Material: (Use this block only if the ALRE exhibit is at a location other than the originating point).

11.15.2 CAT I ALRE TPDR Preparation.

11.15.2.1 The following format and content apply to CAT I ALRE TPDR message reports. (An example is provided in figure 11-11).

NOTE
Use of MINIMIZE CONSIDERED shall be in accordance with the NTP-3 (NOTAL).

Precedence: Priority
From: Message Originator
To: AIG ONE THREE EIGHT EIGHT FIVE
NATEC SAN DIEGO CA//3.3.A//

NOTE
AIG ONE THREE EIGHT EIGHT FIVE shall not be used in the info address line of the message.

NOTE
Security classifications are defined in the Department of the Navy Security Classification Guidance (OPNAVINST 5513.1E); however, every attempt should be made to employ UNCLAS to expedite routing.

UNCLASS//13800//
MSGID/GENADMIN/V-2//
SUBJ/CAT I ALRE TECHNICAL PUBLICATION DEFICIENCY REPORT
REF/A/DOC/OPNAV/01FEB97//
AMPN/OPNAVINST 4790.15D
RMKS/THIS MSG DUAL ACTION FOR NATEC SAN DIEGO AND NAVAIRWARCENACDIV LKE. INFO FOR ALL OTHERS.
1. Reporting custodian/UIC.

2. Equipment FST.

3. Report Control Number.

4. Julian date deficiency discovered.

5. NSN of publication. **

6. through 21: N/A.

22. Details.

a. Technical manual number.

b. Equipment model number. **

c. Basic date of technical manual

d. Change date/change number.

e. Work Package Number **

f. Page number.

g. Paragraph number.

h. Figure number/table number.

i. Aperture card number. **

j. Aperture card date. **

k. Aperture card revision number and date. **

l. Deficiency (be specific).

m. Recommendations (be specific).

n. Name, rank, and DSN number of ALRE maintenance officer. (If deployed, delete phone number and insert the word DEPLOYED).

NOTE
**** indicates these information blocks are not applicable for CAT I ALRE TPDRs concerning ALRE QA cards.**

11.15.3 CAT II ALRE TPDR Preparation.

11.15.3.1 The format and content for submission of CAT II ALRE TPDR reports are contained on the reverse of the Technical Publications Deficiency Report (TPDR) (OPNAV 4790/66). (Refer to figures 11-12 and 11-13).

NOTE
For CAT II ALRE TPDRs involving ALRE QA cards, refer to paragraph 11.14.2.3.1.

Other Required Reports

11.16.1 Familiarity with reports and compliance with reporting procedures such as Departures from Specifications, PMS Feedback Reports, and Technical Manual Deficiency/Evaluation Reports (TMDERs) are necessary to an effective QA program.

11.16.2 A Departure from Specifications is a lack of compliance with any authoritative document, plans, procedure, instruction or notice. Specifications include:

a. ALRE numerical drawing list, detail specifications.

b. MIL Standard and MIL Spec series.

c. NAVAIRSYSCOM technical manuals, instructions, bulletins, letters, notices, repair procedures, etc.

d. COMNAVAIRLANT/COMNAVAIRPAC instructions/notices.

e. OPNAV instructions/notices.

11.16.2.1 Whenever a departure from ALRE specifications (material and/or installation) is necessary, a message request for Departure from Specifications will be submitted to the TYCOM (info COMNAVAIRSYSCOM and NAVAIRWARCENACDIV Lakehurst). CINCLANTFLT / CINCPACFLTINST 4790.3 (NOTAL) gives a complete description of this procedure. Departures from Specification will be categorized as follows:

a. Minor departure - A departure from ALRE specification in a system/subsystem that poses no threat to safety of flight, injury to personnel or damage to equipment. Commanding officers have authority to approve such departure to place equipment in operational status but must follow up with a message to the TYCOM.

b. Major departure - A departure from ALRE specification in a system/subsystem that could jeopardize safety of flight, cause injury to personnel or damage to equipment. Such a departure must be granted by the TYCOM before normal operations resume. NAVAIRWARCENACDIV Lakehurst, as the FST, will make an engineering appraisal of the departure when requested by the TYCOM.

11.16.3 PMS Feedback Report. The PMS Feedback Report (OPNAV 4790/7B) is used to report discrepancies related to the Planned Maintenance System (PMS). The report notifies FTSCLANT/PAC, and the TYCOM on PMS issues, procedural problems, or deficiencies in documentation requirements. Instructions on its use are found in OPNAVINST 4790.4C (NOTAL) and NAVSEAINST 4790.3B (NOTAL).

11.16.4 Technical Manual Deficiency/Evaluation Report. Discrepancies in NAVSEASYSCOM technical manuals will be reported via the Technical Manual Deficiency/Evaluation Report (TMDER) (NAVSEA 4160/1) (Rev 10-89). (Refer to figure 11-14.)

11.17 Address Indicator Group ONE THREE EIGHT EIGHT FIVE

11.17.1 AIG ONE THREE EIGHT EIGHT FIVE contains approximately 30 addressees (the number can vary from year to year) including each carrier, all ALRE shore activities, all CAFSU field offices, SIMAs, and some training commands. The exact list of AIG addresses is not listed due to the occasional changes in the AIG's composition. To obtain a current list, contact the command communications center AIG clerk. NAVAIRSYSCOM PMA 251F, as the cognizant authority of AIG ONE THREE EIGHT EIGHT FIVE, will update the AIG annually (June) via recapitulation message.

11.17.2 Care shall be taken in preparing naval messages to ensure that the AIG is NOT included in the "INFO" line of the message text. Further, commands shall NOT duplicate addresses, by ensuring that a command listed in the AIG is not also listed in the "TO" or "INFO" text of the message.

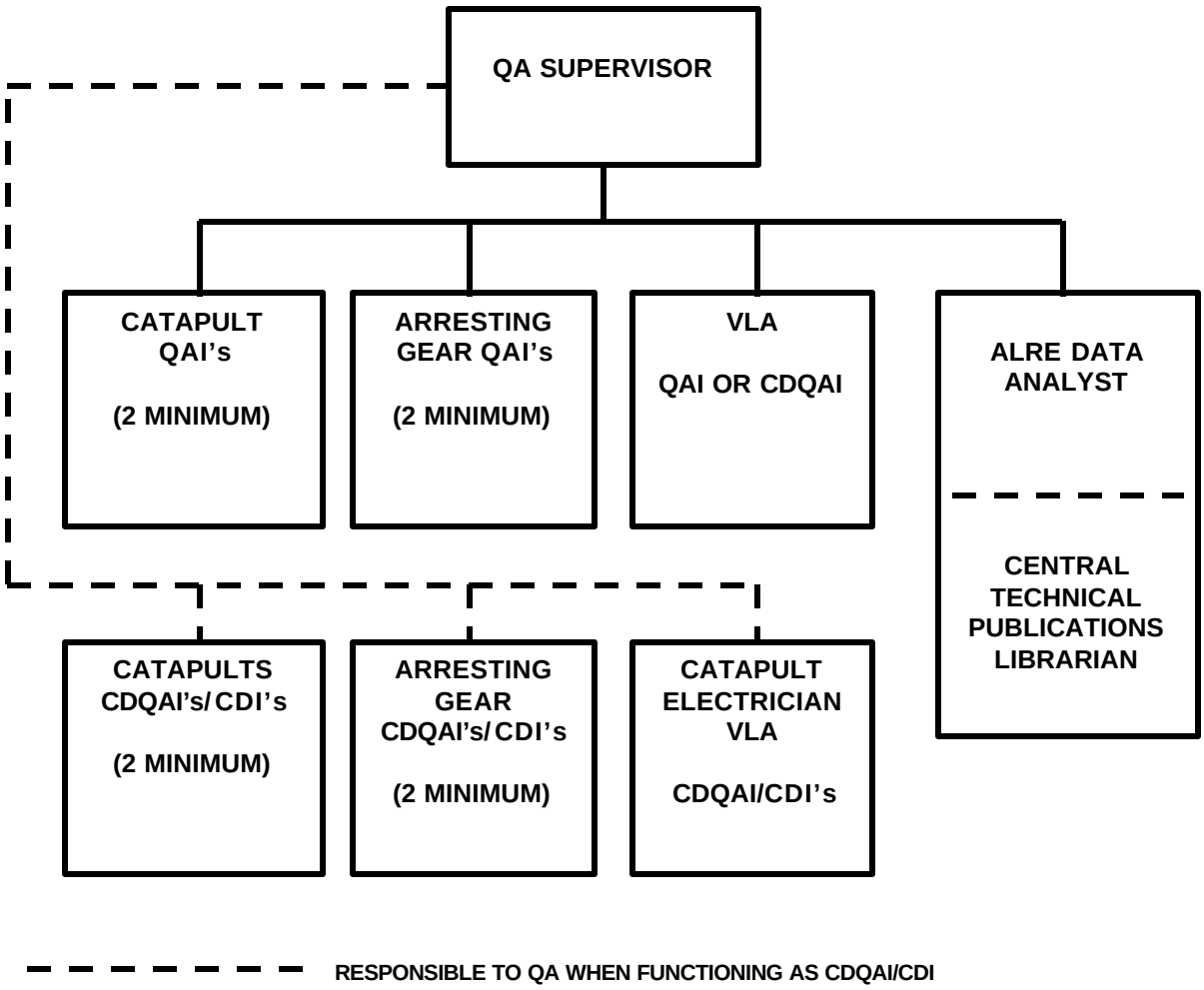


Figure 11-1. ALRE Quality Assurance Organization

ALRE QUALITY ASSURANCE INSPECTOR RECOMMENDATION/DESIGNATION		
CANDIDATE NAME RATE		
I. WORK CENTER SUPERVISOR RECOMMENDATION In accordance with OPNAVINST 4790.15 the above named person is recommended for: QAI CDQAI CDI		
FOR: (SYSTEM/SUBSYSTEM, ETC.)		
W/C SUPERVISOR	SIGNATURE	DATE
II. QUALITY ASSURANCE ENDORSEMENT The candidate has been examined in accordance with OPNAVINST 4790.15 and has passed all requirements satisfactorily. Recommended approval.		
QA SUPERVISOR TYPED NAME AND RANK	SIGNATURE	DATE
III. ALRE MAINTENANCE OFFICER ENDORSEMENT RECOMMENDED APPROVAL DISAPPROVAL		
MAINTENANCE OFFICER TYPED NAME AND RANK	SIGNATURE	DATE
IV. V-2 DIVISION OFFICER ENDORSEMENT RECOMMENDED APPROVAL DISAPPROVAL		
V-2 OFFICER TYPED NAME AND RANK	SIGNATURE	DATE
V. AIR OFFICER ENDORSEMENT/ACTION APPROVAL DISAPPROVAL DESIGNATED NOT DESIGNATED		
AIR OFFICER TYPED NAME AND RANK	SIGNATURE	DATE
VI. COMMANDING OFFICER ACTION DESIGNATED NOT DESIGNATED		
COMMANDING OFFICER TYPED NAME AND RANK	SIGNATURE	DATE
VII. DESIGNEE RESPONSIBILITY I understand my responsibility as set forth herein: "When performing Inspections, I am considered to be the direct representative of the Commanding Officer for ensuring operational safety of the Item concerned. I will not permit factors, such as operational desires, maintenance consideration, personal relations or the approach of liberty to modify my judgement. By signing an inspection report, I am certifying upon my own individual responsibility that the work involved has been personally inspected by me; that It has been properly completed and is in accordance with current instructions and directives; that it is satisfactory; that any related parts or components which may have been removed by the work are properly replaced and all parts are secure; and that the work has been performed in such a manner that the item is completely safe for use."		
CANDIDATE TYPED NAME	SIGNATURE	DATE

Original to: Quality Assurance
Copy to: Branch Officer

Figure 11-2. Quality Assurance Inspector Recommendation/ Designation

CVN-76 MI 1-00
28 February 2000

CVN-76 Maintenance Instruction 1-00

From: ALRE Maintenance Officer

Subj: ALRE Quality Assurance Audit Program

Ref: (a) (Include references as applicable)

Encl: (1) (Include enclosures as applicable)

1. Purpose. (The first paragraph of the maintenance instruction shall state the purpose of the directive.)

2. Cancellation. (The second paragraph should contain a cancellation statement if applicable.)

3. (Third and subsequent paragraphs contain the text of the maintenance instruction, such as background information, responsibilities, or action requirements.)

SAMPLE

S.V.L. Coupling
(Signature and typed name
of the ALRE maintenance officer)

Distribution:
(Include a listing of
applicable work centers)

Figure 11-3. Sample Maintenance Instruction

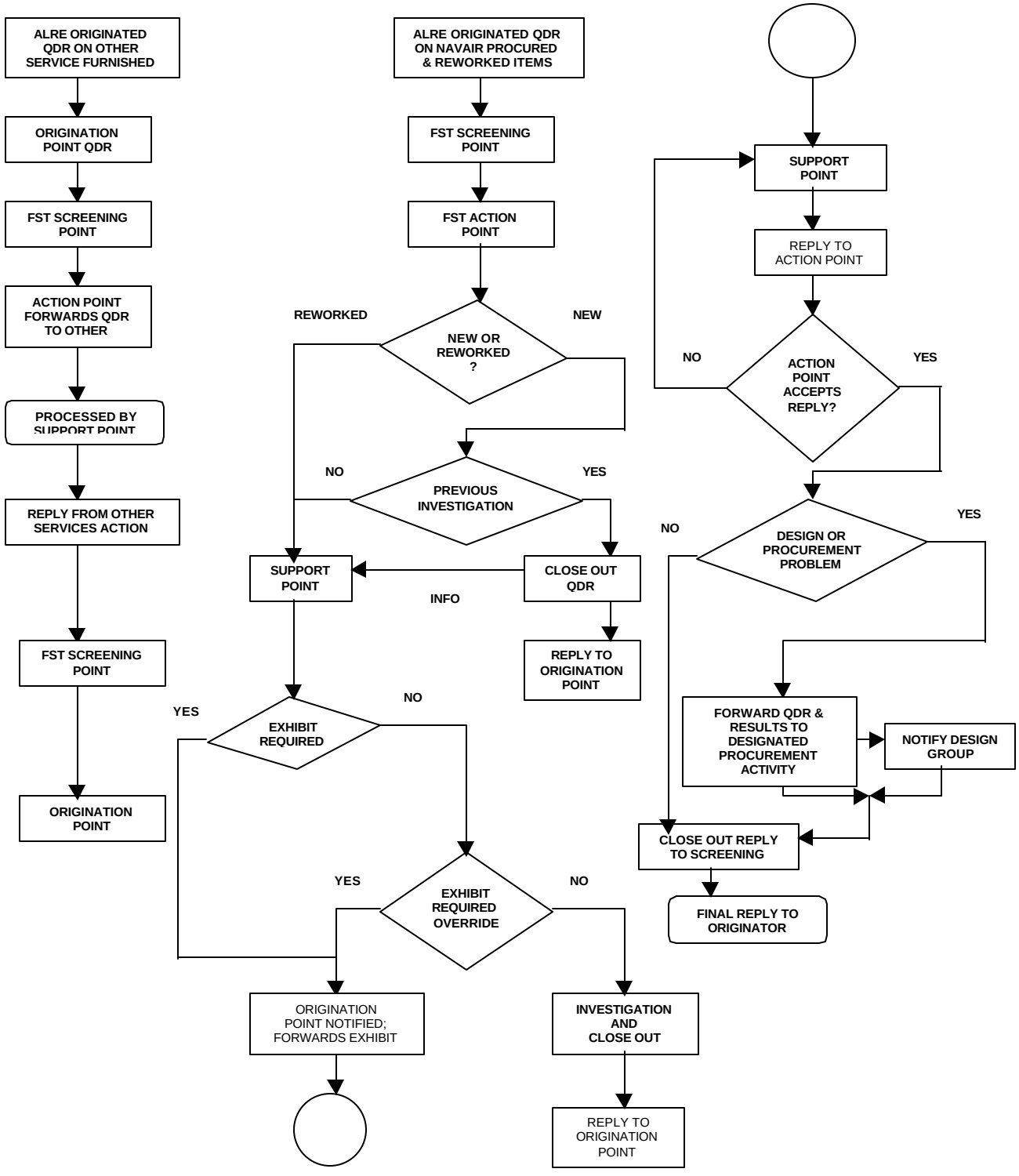


Figure 11-4. ALRE QDR Process Flow

FROM:USS SHIP//
TO: AIG ONE THREE EIGHT EIGHT FIVE//
UNCLAS //13800//
MSGID/GENADMIN/V-2//
SUBJ/ALRE HAZARDOUS MATERIAL REPORT//
REF/A/DOC/OPNAV/28FEB97//
AMPN/OPNAVINST 4790.15D//
RMKS/THIS MSG ACTION FOR NAVAIRWARCENACDIV LKE. INFO ALL OTHERS.//
1. ORIG: USS SHIP (CVN 00) 03300
2. FST: NAVAIRWARCENACDIV LAKEHURST NJ
3. RCN: R03300958032
4. DATE DISC: 2300
5. NSN: 5R-1710-00-102-7796
6. NOMEN: PURCHASE CABLE ASSEMBLY
7. MFR: RIDON AMERICAN CORP. 91796
7A. FSCM:
8. P/N: 515659-2
9. S/N: UNK
10A. CONT NO: N00383-91-C-5158
10B. PURCHASE ORDER NO:
10C. REQUISITION NO:
11. NEW/RWK: N/A
12. DATE MFD/REWKD/OH: UNK
13. OP TIME: 50 HITS
14. GFE: N/A
15. QTY.:
    A. RCVD: N/A
    B. INSP: ONE
    C. DEF: ONE
    D. IN STOCK: N/A
16. A. END ITEM: MK7 MOD3 ARRESTING GEAR P/N 624216-15
    B. NXT HGHR ASSY: PENDANT ENGINE
17. COST: $10,777
18. N/A
19. UNK
20. EIC: 7C1A140 PENDANT AND ANCHOR INSTALLATION
21. DISP: EXHIBIT HELD BY CV-00 V-2 (ALRE) MATERIAL CONTROL FOR 60 DAYS PENDING DISPOSITION INSTRUCTIONS.
22. DETAILS:
    A. DURING FIRST 50 HIT PMS, INSPECTED CONTRACTOR POURED TERMINAL. FOUND SIX CAVITIES ON FACE OF TERMINAL. FIVE OF THESE HOLES WERE GREATER THAN ACCEPTABLE CRITERIA IAW NAVAIR 51-5BCA1.1 CHAPTER 17.
    B. COULD CAUSE WIRE TO FAIL AT TERMINAL RESULTING IN REDUCED OPERATIONAL CAPABILITY, LOSS OF AIRCRAFT OR LIFE.
    C. NONE
    D. VISUAL INSPECTION
    E. THROUGH H. N/A
    I. L.H. CROSSHEAD, CWO4, ALRE MAINTENANCE OFFICER, DEPLOYED
    J. VB07
    K. AND L. N/A
23. LOC: N/A

Figure 11-5. Sample ALRE Hazardous Material Report Message

FROM: USS SHIP//
TO: AIG ONE THREE EIGHT EIGHT FIVE//
UNCLAS //13820//
MSGID/GENADMIN/V-2//
SUBJ/ALRE ENGINEERING INVESTIGATION REQUEST//
REF/A/DOC/OPNAV/28FEB97//
AMPN/OPNAVINST 4790.15D//
RMKS/THIS MSG ACTION FOR NAVAIRWARCENACDIV LKE. INFO ALL OTHERS.//
1. ORIG: USS SHIP (CVN-00) 03300
2. FST: NAVAIRWARCENACDIV LAKEHURST NJ
3. RCN: R03300958032
4. DATE DISC: 2355
5. NSN: 5R-1720-00-476-0009
6. NOMEN: CHOKE RING
7. MFR: TEXAS ELECTRONICS INC. 80020
7A. FSCM:
8. P/N: 14-50684-3
9. S/N: UNK
10A. CONT NO.: V00383-87-C-9621
10B. PURCHASE ORDER NO:
10C. REQUISITION NO:
11. NEW/REWKD: NEW
12. DATE MFD/REWRKD/OH: UNK
13. OP TIME: UNK
14. GFE: N/A
15. QTY:
    A. RCVD: N/A
    B. INSP: ONE
    C. DEF: ONE
    D. IN STOCK: N/A
16. A. END ITEM: C13 MOD2 CATAPULT P/N 622295-1
    B. NXT HGHR ASSY: WATER BRAKE INSTALLATION
17. COST: $482
18. N/A
19. UNK
20. EIC: 7A1AK00 WATER BRAKE INSTALLATION
21. DISP: EXHIBIT HELD FOR 60 DAYS CVN-00 V-2 (ALRE) MATERIAL CONTROL AWAITING DISPOSITION INSTRUCTIONS.
22. DETAILS:
    A. LEFT HAND CHOKE RING FROM CATAPULT 3 HAS A CRACK IN SIX O'CLOCK POSITION. CRACK IS 1/32 IN. WIDE ON SURFACE AND 2 IN LONG.
    B. CAN CAUSE DEGRADED WATERBRAKE PERFORMANCE.
    C. NONE
    D. VISUAL INSPECTION
    E. N/A
    F. PHOTOS AVAILABLE UPON REQUEST.
    G. AND H. N/A
    I. J.W. BOWCAT, LT, ALRE MAINTENANCE OFFICER, DEPLOYED
    J. VB03
    K. AND L. N/A
23. LOC: N/A

Figure 11-6. Sample ALRE Engineering Investigation Request Message

FROM: USS SHIP//
TO: AIG ONE THREE EIGHT EIGHT FIVE//
UNCLAS //13800//
MSGID/GENADMIN/V-2//
SUBJ/ALRE ENGINEERING INVESTIGATION REQUEST//
REF/A/DOC/OPNAV/28FEB97//
AMPN/OPNAVINST 4790.15D//
RMKS/THIS MSG ACTION FOR NAVAIRWARCENACDIV LKE. INFO ALL OTHERS.//
1. ORIG: USS SHIP (CVN-00) 03300
2. FST: NAVAIRWARCENACDIV LAKEHURST NJ
3. RCN: R03300958032
4. DATE DISC: 3114
5. NSN: 9150-00-272-7652
6. NOMEN: GREASE, GRAPHITE
7. MFR: NONFLUID OIL CORP
7A. FSCM:
8. P/N: N/A
9. S/N: N/A
10A. CONT NO.: DLA 40089 MA028
10B. PURCHASE ORDER NO:
10C. REQUISITION NO:
11. NEW/REWKD: N/A
12. DATE MFD/REWRKD/OH: N/A
13. OP TIME: NONE
14. GFE: NO
15. QTY: 70 LBS
    A. RCVD: 0
    B. INSP: N/A
    C. DEF: N/A
    D. IN STOCK: NONE
16. A. END ITEM: ENGINE ASSY
    B. NXT HGHR ASSY: A/G ENGINE
17. COST: $54.00
18. MILSPEC: VV-G-671
19. UNK
20. EIC: (SPMIG # 568)
21. DISP: EXHIBIT HELD FOR 60 DAYS CVN-00 V-2 (ALRE) MATERIAL CONTROL AWAITING DISPOSITION INSTRUCTIONS.
22. DETAILS:
    A. VV-G-671 IS USED THROUGHOUT THE A/G SYSTEM. VV-G-671 IS NOT ABLE TO BE ACQUIRED THROUGH THE LOCAL SUPPLY SYSTEM. SUPPLY IS UNABLE TO BRING THIS ITEM ABOARD SHIP DUE TO LOCAL AND STATE EPA REGULATIONS. DISPOSITION HAS BEEN DIFFICULT DUE TO HIGH COSTS.
    B. UNK
    C. ORIGINAL
    D. SUPPLY ORDER REJECTED
    E. THROUGH H. N/A
    I. ABEC L. RUNOUT, QA, LCPO
    J. VB20
    K. AND L. N/A
23. LOC: N/A

Figure 11-7. Sample ALRE Engineering Investigation Request Message (Environmental Impact)

FROM: USS SHIP//
TO: AIG ONE THREE EIGHT EIGHT FIVE//
UNCLAS //13820//
MSGID/GENADMIN/V-2//
SUBJ/ALRE HAZARDOUS MATERIAL REPORT/ENGINEERING INVESTIGATION REQUEST//
REF/A/DOC/OPNAV/28FEB97//
AMPN/OPNAVINST 4790.15D//
RMKS/THIS MSG ACTION FOR NAVAIRWARCENACDIV LKE. INFO ALL OTHERS.//
1. ORIG: USS SHIP (CVN-00) 03300
2. FST: NAVAIRWARCENACDIV LAKEHURST NJ
3. RCN: R03300958032
4. DATE DISC: 2351
5. NSN: 5R-1720-00-716-1269
6. NOMEN: EMERGENCY CUTOUT VALVE
7. MFR: TELEDYNE REPUBLIC MFG. 80080
7A. FSCM:
8. P/N: 407530-2
9. S/N: UNK
10A. CONT NO: N68335-86-C-1221
10B. PURCHASE ORDER NO:
10C. REQUISITION NO:
11. NEW/RWKD: N/A
12. DATE MFR/RWKD/OH: UNK
13. OP TIME: VALVE INSTALLED FOR 12 MONTHS
14. GFE: N/A
15. A. QTY RCVD: N/A
B. INSP: ONE
C. DEF: ONE
D. IN STOCK: EIGHT
16. A. END ITEM: C13 MOD1 CATAPULT P/N 622295-1
B. NXT HGHR ASSY: CENTRAL CHARGING PANEL
17. COST: $400
18. N/A
19. UNK
20. EIC: 7A6A100 CENTRAL CHARGING PANEL
21. DISP: EXHIBIT HELD CVN-00 V-2 (ALRE) MATERIAL CONTROL FOR SIXTY DAYS AWAITING DISPOSITION INSTRUCTIONS.
22. DETAILS: A. VALVE STEM SNAPPED AT HANDLE DURING MONTHLY PMS FUNCTIONAL TEST. HANDLE CANNOT BE REMOUNTED ON VALVE STEM. VALVE STEM APPEARS TO BE INADEQUATELY DESIGNED AT THREADED HOLE FOR THE HANDLE FASTENING SCREW. STEM SNAPPED AFTER LIGHT IMPACT OF HANDLE AGAINST VALVE STOP.
B. POSSIBLE CATASTROPHIC POTENTIAL IF THIS OCCURRED DURING AN AIRCRAFT HANGFIRE; LOSS OF AIRCRAFT OR LIFE. NO EMERGENCY PROCEDURES EXIST IF CUTOUT VALVE STEM FAILS IN MID STROKE.
C. NONE
D. FUNCTIONAL TEST
E. THROUGH H. N/A
I. R.T. LAUNCHVALVE, LT, ALRE MAINTENANCE OFFICER, DEPLOYED
J. VB03
K. AND L. N/A
23. LOC: N/A

Figure 11-8. Sample ALRE Hazardous Material Report/Engineering Investigation Request Message

FROM: USS SHIP//
TO: AIG ONE THREE EIGHT EIGHT FIVE//
UNCLAS //13810//
MSGID/GENADMIN/V-2//
SUBJ/CAT I ALRE QUALITY DEFICIENCY REPORT//
REF/A/DOC/OPNAV/28FEB97//
AMPN/OPNAVINST 4790.15D//
RMKS/THIS MSG ACTION FOR NAVAIRWARCENACDIV LKE. INFO ALL OTHERS.//
1. ORIG: USS SHIP (CV-00) 03300
2. FST: NAVAIRWARCENACDIV LAKEHURST NJ
3. RCN: V03300958032
4. DATE DISC: 2330
5. NSN: 5R-1710-00-102-7796
6. NOMEN: CABLE AND REEL ASSEMBLY
7. MFR: CANADIAN COMMERCIAL CORP. 98247
7A. FSCM:
8. P/N: 515659-2
9. S/N: UNK
10A. CONT NO: N00383-85-C-3512
10B. PURCHASE ORDER NO:
10C. REQUISITION NO:
11. NEW/RWKD: NEW
12. DATE MFR/RWKD/OH: UNK
13. OP TIME: ZERO HITS
14. GFE: NO
15. A. QTY RCVD: THREE
B. INSP: ONE
C. DEF: ONE
D. IN STOCK: TWO
16. A. END ITEM: MK7 MOD2 ARRESTING GEAR ENGINE P/N 624216-15
B. NXT HGHR ASSY: PENDANT ENGINE
17. COST: $10,820; APPROX 40 MANHOURS TO REPAIR
18. N/A
19. UNK
20. EIC: 7C1A140 PENDANT AND ANCHOR INSTALLATION
21. DISP: EXHIBIT HELD BY CV-00 V-2 (ALRE) MATERIAL CONTROL FOR 60 DAYS AWAITING DISPOSITION INSTRUCTIONS.
22. DETAILS:
A. DURING INSTALLATION OF NEW PURCHASE CABLE DISCOVERED BOTH MANUFACTURER POURED TERMINALS DID NOT MEET REQUIRED SPEC'S IAW NA 51-5BBA-1.1. BOTH TERMINALS HAD EXCESSIVE NUMBER OF PULLED WIRES AND CAVITIES. ZINC RECESSION ON THE STARBOARD SIDE WAS 0.098 IN. INSTEAD OF MAXIMUM 0.060 IN. DISCREPANT TERMINALS WHERE CUT AND REPOURED ONBOARD.
B. POSSIBLE WIRE FAILURE AT TERMINAL RESULTING IN REDUCED OPERATIONAL CAPABILITY; POSSIBLE LOSS OF AIRCRAFT OR LIFE.
C. NONE
D. DETECTED DURING VISUAL INSPECTION PRIOR TO INSTALLATION.
E. N/A
F. PHOTOS ARE AVAILABLE UPON REQUEST.
G. AND H. N/A
H. N0330050329003
I. L.H. CROSSHEAD, LT, ALRE MAINTENANCE OFFICER, DEPLOYED.
J. VB08
K. and L. N/A//
23. LOC: N/A

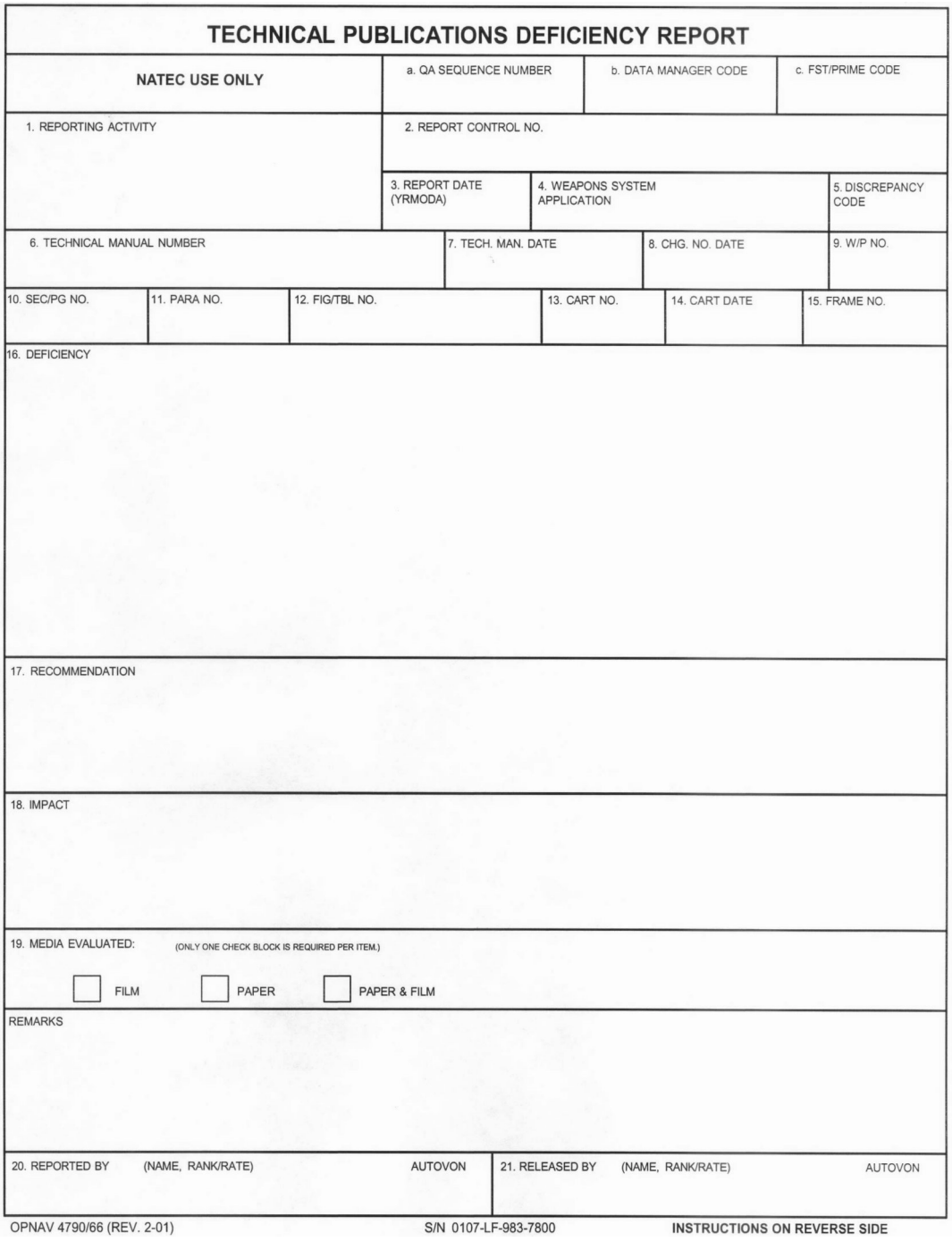
Figure 11-9. Sample CAT I ALRE Quality Deficiency Report Message

FROM USS SHIP
TO AIG ONE THREE EIGHT EIGHT FIVE
UNCLAS//13800//
MSGID/GENADMIN/V-2//
SUBJ/CAT II ALRE QUALITY DEFICIENCY REPORT//
REF/A/DOC/OPNAV/28FEB97//
AMPN/OPNAVINST 4790.15D//
RMKS/THIS MSG ACTION FOR NAVAIRWARCENACDIV LKE. INFO ALL OTHERS.//
1. ORIG. USS SHIP (CV00) 03300
2. FST: NAVAIRWARCENACDIV LAKEHURST NJ
3. RCN: R03300968001
4. DATE DISC: 7034
5. NSN: S9C-1720-00-476-0009
6. NOMEN: CHOKE RING
7. MFR: PIONEER SALES COMPANY
7A. FSCM: 62577
8. P/N 14-50684-3
9. S/N UNK
10A. CONTRACT NR. N00383-87-C-9621
10B. PURCHASE ORDER NR. N/A
10C. REQUISITION NO:
11. ITEM: NEW
12. DATE: UNK
13. OP TIME: ZERO
14. GFE: NO
15A. QTY RCVD: 10
15B. INSPECTED: 10
15C. DEFICIENT: 10
15D. IN STOCK: 0
16A. END ITEM: C13 CATAPULT 10-61316-1
16B. NXT HGHER ASSY: WATER BRAKE ASSY 610614-1
17. COST: $829.20 EA
18. EST. REPAIR COST: UNK
19. WARRANTY: UNK
20. EIC: 7A1AK34 CYLINDER, WATER BRAKE
21. ACTION: EXHIBIT HELD ONBD FOR 60 DAYS AWAITING DISPOSITION INSTRUCTIONS.
22A. DETAILS: LOW URGENCY. ADEQUATE SPARES FROM ANOTHER CONTRACT ONBOARD.
22B. SAFETY/OPERATION: SAFETY NOT A FACTOR/MISSION NOT AFFECTED.
22C. NUMBER: NONE
22D. DURING PMS DISCOVERED LEFT CHOKE RING, CATAPULT THREE OUT OF TOLERANCE.
ATTEMPTED TO INSTALL NEW CHOKE RING. RING WOULD NOT THREAD INTO WTR BK CYL.
USING BOTH OLD RING FOR COMPARISON AND APERTURE CARD, QA DISCOVERED THREAD
PITCH OF NEW CHOKE RING INCORRECTLY MANUFACTURED.
22E. PACKING FAILURE: PACKING SEEMS SUFFICIENT
22F. PHOTOS: PHOTOS TAKEN AND AVAILABLE ON REQUEST.
22G. DESCRIPTION: N/A
22H. N/A
22I. POC: A.B. CRUISER, CWO4, ALRE MAINTENANCE OFFICER, DEPLOYED.
22J. VB03
BT

FIGURE 11-10. Sample CAT II ALRE Quality Deficiency Report Message

FROM USS SHIP
TO AIG ONE THREE EIGHT EIGHT FIVE//
NATEC SAN DIEGO CA//3.3.A//
UNCLAS //13820//
MSGID/GENADMIN/V-2//
SUBJ/CAT I ALRE TECHNICAL PUBLICATION DEFICIENCY REPORT//
REF/A/DOC/OPNAV/01OCT00//
AMPN/OPNAVINST 4790.15D//
RMKS/THIS MSG DUAL ACTION FOR NATEC AND NAVAIRWARCENACDIV LKE.
INFO FOR ALL OTHERS.
1. ORIG: USS SHIP (CVN-00) 03300
2. CFA: NAVAIRWARCENACDIV LAKEHURST NJ
3. RCN: N03300008032
4. DATE DISC: 0249
5. NSN: 0851-LP-005-7041
6. THROUGH 21. N/A
22. A. TECH MAN: NA 51-15ABD-2
B. EQUIP MODEL: N/A
C. BASIC PUB DATE: 1 AUGUST 1990
D. CHG DATE/NO: N/A
E. WK PACK NO: N/A
F. PG NO: 3-23
G. PARA NO: 3-39.8
H. FIG NO: N/A
I. APTR CARD NO: N/A
J. APTR CARD DATE: N/A
K. APTR CARD REV: N/A
L. DEF: PARAGRAPH 3-39.8 STATES LAUNCH VALVE STROKE TIMER TIMES WILL BE DETERMINED USING CSV SETTINGS OF 050, 150, AND 120. CSV SETTINGS ARE INCORRECT AND SHOULD BE 050, 150, AND 250. ALL OTHER PARAGRAPHS RELATING TO CSV SETTINGS FOR LAUNCH VALVE STROKE TIMER TIMES CONFIRM THIS ERROR.
M. REC: CHANGE THE 120 SETTING TO READ 250.
N. POC: R.T. LAUNCHVALVE, LT, ALRE MAINTENANCE OFFICER, DEPLOYED.//

Figure 11-11. Sample CAT I ALRE Technical Publications Deficiency Report Message



TECHNICAL PUBLICATIONS DEFICIENCY REPORT

NATEC USE ONLY	a. QA SEQUENCE NUMBER	b. DATA MANAGER CODE	c. FST/PRIME CODE
1. REPORTING ACTIVITY	2. REPORT CONTROL NO.		
	3. REPORT DATE (YRMODA)	4. WEAPONS SYSTEM APPLICATION	5. DISCREPANCY CODE
6. TECHNICAL MANUAL NUMBER	7. TECH. MAN. DATE	8. CHG. NO. DATE	9. W/P NO.
10. SEC/PG NO.	11. PARA NO.	12. FIG/TBL NO.	13. CART NO. / 14. CART DATE / 15. FRAME NO.
16. DEFICIENCY			
17. RECOMMENDATION			
18. IMPACT			
19. MEDIA EVALUATED: (ONLY ONE CHECK BLOCK IS REQUIRED PER ITEM.) ☐ FILM ☐ PAPER ☐ PAPER & FILM			
REMARKS			
20. REPORTED BY (NAME, RANK/RATE) AUTOVON	21. RELEASED BY (NAME, RANK/RATE) AUTOVON		

OPNAV 4790/66 (REV. 2-01) S/N 0107-LF-983-7800 INSTRUCTIONS ON REVERSE SIDE

Figure 11-12. Technical Publications Deficiency Report (OPNAV 4790/66) (Front)

INSTRUCTIONS

1. FROM: (Reporting Activity) The Reporting Activity will enter complete mailing address.

2. REPORT CONTROL NUMBER: Enter the Report Control Number (RCN).

3. REPORT DATE: This identifies the year, month, and day that the report was prepared, and consists of six digits. The date 15 June 1989 would be presented in the following format: 890615. The first two digits indicating the year (89), the second two digits indicate the month (06), and the remaining two digits specify the day (15).

4. WEAPONS SYSTEM APPLICATION: Give the specific weapons system against which the deficiency is detected.

5. DISCREPANCY CODE: This is a numeric code used to describe the type of discrepancy found in the technical publication being reported deficient. A complete list of codes are as follows:

1. Typographical Errors
2. Incorrect Procedures
3. Schematic Errors
4. Part Number Errors
5. SM&R Code Errors
6. Illustration Errors
7. Incorrect Values/Tolerances
8. Incorrect References
9. Safety (Cautions & Warnings)
10. Indexing Problems
11. Illegible
12. Print Error (Head to Toe or Information Cut Off)
13. Missing/Improperly Collated Pages
14. Film Density
15. Cartridge Loading (Wrong Film, Cartridge Indexing, No Film, and Inverted Loading)
16. Other

6. TECHNICAL MANUAL NUMBER: Give the complete NAVAIR number assigned to the manual being reported as deficient. Only one Technical Manual should be reported per TPDR

7. TECHNICAL MANUAL DATE: This date appears on the bottom right hand corner of the title page. The date shall be presented in the format described in Item 3.

8. CHANGE DATE AND NUMBER: This appears directly under the basic date of the manual on which the deficiency is located.

9. WORK PACKAGE NUMBER: Enter the number in which the deficiency is located.

10. SECTION/PAGE NUMBER: Enter the number of the page of the technical manual on which the deficiency is located.

11. PARAGRAPH NUMBER: Enter the specific number in which the deficiency is located.

12. FIGURE/TABLE: Enter when an illustration or table is involved in the deficiency.

13. CARTRIDGE NUMBER: Enter the number being reported deficient.

14. CARTRIDGE DATE: The date shall be presented in the format described in Item 3.

15. FRAME NUMBER: Enter the frame number of the cartridge on which the deficiency is located.

16. DEFICIENCY: Be very specific. Provide complete information regarding discrepancy, including drawings, schematics, sketches, and references. If necessary, attach copies.

17. RECOMMENDATION: Be very specific. Provide complete information regarding the corrective action required, including drawings, schematics, sketches, and references. If necessary, attach copies.

18. IMPACT: Enter concise statement of the impact of this discrepancy on work load/operational readiness.

19. MEDIA EVALUATED: Check applicable block for media that is being reported deficient.

20. REPORTED BY: Give name, rate/rank, and autovon number of person reporting deficiency to ensure receipt by reporter of notification of action taken.

21. RELEASED BY: Name, rank/rate, title, and autovon number of releasing official.

MAIL ORIGINAL AND 1 COPY TO:
Commanding Officer, Naval Air Technical Data and Engineering Service Command, Attn: TPDR,
P.O. Box 357031, NASNI, San Diego, CA 92135-7031
COPY TO FLEET SERVICE TEAM

OPNAV 4790/66 (REV. 2-01) (BACK)

Figure 11-13. Technical Publications Deficiency Report (OPNAV 4790/66) (Back)

(Insert Classif. of TMDER Here and At Bottom of Page) CLASSIFICATION:

NAVSEA (USER) TECHNICAL MANUAL DEFICIENCY/EVALUATION REPORT (TMDER)
(NAVSEA S0005-AA-GYD-030/TMMP & NAVSEAINST 4160.3A)

INSTRUCTION: Continue on 8-1/2" paper if additional space is needed.

1. USE THIS REPORT TO INDICATE DEFICIENCIES, PROBLEMS, AND RECOMMENDATIONS RELATING TO PUBLICATION.
2. BLOCKS MARKED WITH "*" ARE TO BE FILLED IN BY THE CONTRACTOR BEFORE PRINTING.
3. FOR UNCLASSIFIED TMDERS, FILL IN YOUR RETURN ADDRESS IN SPACE PROVIDED ON THE BACK, FOLD and TAPE WHERE INDICATED, AND MAIL. (SEE OPNAVINST 5510.1H FOR MAILING CLASSIFIED TMDERS.)
4. FOR ADDITIONAL INFORMATION, CALL AUTOVON 551-2976/2968 OR COMMERCIAL 805-982-2976/2968.

1. NAVSEA TECHNICAL MANUAL NO.*	2. VOL. PART*	3. TITLE*

4. REV. NO./DATE OR TM CH. NO./DATE	5. SYSTEM/EQUIPMENT NOMENCLATURE	6. SYSTEM/EQUIPMENT IDENTIFICATION (MK/MOD/AN/PART NO.)

7. USER'S EVALUATION OF MANUAL (Check Appropriate Blocks)

	A. EXCELLENT		B. GOOD		C. FAIR		D. POOR		E. COMPLETE		F. INCOMPLETE

8. GENERAL COMMENTS

9. RECOMMENDED CHANGES TO PUBLICATION

PAGE NO. A.	PARA-GRAPH B.	LINE NO. C.	FIG. NO. D.	TABLE E.	F. RECOMMENDED CHANGES AND REASONS TYPE OF PROBLEM (INDICATE SAFETY (S), MAJOR (M), OR MINOR (P))
					SAMPLE

10. ORIGINATOR'S NAME AND WORK CENTER (Please Print)	11. SIGNATURE OF 3-M COORDINATOR	12. DATE SIGNED	13. AUTOVON/ COMM. NO.

14. SHIP HULL NO. AND/OR STATION ADDRESS (DO NOT ABBREVIATE)

15. THIS SPACE ONLY FOR NSDSA

A. CONTROL NO.	B. COG ISEA	C. DATE			D. PRIORITY	E. TRANSMITTED TO
		RECEIVED	FORWARDED	DUE		

NAVSEA 4160/1 (Rev. 10-89) (FRONT) (REPLACES NAVSEA 9086/10, DESTROY STOCK)

Figure 11-14. Technical Manual Deficiency/Evaluation Report (TMDER) (NAVSEA 4160/1) (Rev 10-89)

Report	Criteria	Precedence	When to send
ALRE HMR	1. Part malfunctions or fails; may cause injury or death, or damage to or/loss of aircraft, equipment or facilities. 2. Configuration deficiency is a safety hazard. 3. Urgent assistance required; corrective action needed because of operational requirement. 4. Condition detected allows incorrect installation; system malfunction/failure may occur.	PRIORTY	Within 24 hours after discovery.
ALRE EI	1. Safety is involved. 2. Additional technical or engineering info for an aircraft mishap investigation. 3. Launch/recovery systems readiness impaired by material reliability. 4. When directed by higher authority	ROUTINE	Within 3 calendar days after discovery.
ALRE HMR/EI	1. Combination of ALRE HMR and ALRE EI criteria. 2. Safety concerns should be emphasized when submitting this combined report.	PRIORITY	Within 24 hours after discovery.
CAT I ALRE QDR	1. New or newly reworked component. 2. Affects safety including injury or death; can cause equipment damage.	PRIORITY	Within 24 hours after discovery.
CAT II ALRE QDR	1. Component may cause widespread material or human resource impact. 2. Does not meet criteria for a CAT I ALRE QDR.	ROUTINE	Within 3 calendar days after discovery.
CAT I ALRE TPDR	1. Publication deficiency which may cause injury/death or damage equipment.	PRIORITY	Within 24 hours after discovery.
CAT II ALRE TPDR	1. Does not meet criteria for a CAT I ALRE TPDR.	ROUTINE (OPNAV 4790/66)	Within 10 working days after discovery.

Figure 11-15. ALRE Discrepancy Reports Matrix

REPORT TYPE	FST ACKNOWLEDGEMENT /RISK ASESSMENT	GO/NO-GO DECISION	FOLLOW-UP FOR EXHIBIT	ACKNOWLEDGE EXHIBIT RECEIPT	INTERIM RESPONSE	FINAL RESPONSE CONCLUSION
HMR	1 DAY	3 DAYS	4-8 DAYS AFTER INITIAL REPONSE	1 DAY	10 DAY	30 DAYS
EI	1 DAY	3 DAYS	4-8 DAYS AFTER INITIAL REPONSE	1 DAY	1 DAY	30 DAYS
HMR/EI	1 DAY	3 DAYS	4-8 DAYS AFTER INITIAL REPONSE	1 DAY	1 DAY	30 DAYS

REPORT TYPE	FORWARD INITIAL RESPONSE	REQUEST EXHIBIT FROM ORIGINATOR	FORWARD INTERIM, OR FINAL REPLY TO SCREENING POINT
QDR CAT I	1 DAY FROM RECEIPT OF CAT I QDR	5 DAYS FROM RECEIPT OF CAT I QDR	20 DAYS FROM RECEIPT OF CAT I QDR OR MATERIAL
QDR CAT II	3 DAYS FROM RECEIPT OF CAT II QDR	10 DAYS FROM RECEIPT OF CAT II QDR	30 DAYS FROM RECEIPT OF CAT II QDR OR MATERIAL

Figure 11-16. ALRE Fleet Support Team Response Matrix

PRODUCT QUALITY DEFICIENCY REPORT EXHIBIT

1. REPORT CONTROL NUMBER	2. DATE (*YYYY/MM/DD*)		3. ORIGINATING ACTIVITY
4. NSN	5. PART NO.		6. SERIAL/LOT/BATCH NO.
7. CONTRACT NO.	8. QTY RECEIVED	9.QTY DEFICIENT	10. ITEM DESCRIPTION
11. COMPLAINT NARRATIVE – WHAT IS WRONG (*Continued on back if necessary)*			
12. NAME (*Last, First, Middle Initial)*		13. TELEPHONE (*Include area code)*	

DD FORM 2332, JAN 1999 **PREVIOUS EDITION MAY BE USED** **WHS/DIOR, Jan 99**

PRODUCT OUALITY DEFICIENCY REPORT EXHIBIT

14. SCREENING POINT/DEPOT	
15. DATE EXHIBIT RELEASED (*YYYYMMDD)*	16. EXHIBIT RELEASED TO
11. COMPLAINT NARRATIVE (*Continued)* AND REMARKS	

DD FORM 2332, (BACK), JAN 1999

Figure 11-17. Product Quality Deficiency Report Exhibit